



HATCH END HIGH SCHOOL

Teaching Assistant

Temporary 1-year contract in the first instance

30 hours per week - Term Time only

Grade: H3 (£20,327 – £20,618) per annum

JOB DESCRIPTION

JOB PURPOSE

To provide support to students within all year groups who have SEN or are placed in our Hearing Impaired Provision, working flexibly across all curriculum areas to meet student needs.

WORKING TIME

30 hours per week. Working hours Monday to Friday 8:40am - 3:10pm or 8:30 – 3:00pm with 30 minutes unpaid break. No holidays to be taken in term time.

REPORTING

The post holder will report to the HLTA or Lead CSW.

RESPONSIBLE FOR

N/A

KEY DUTIES

- Using specialist skills, knowledge, experience or qualifications in support of teachers in the classroom.
- To support small group and individual work in any subject area under the guidance of the teacher.
- To provide in-class support as and when required, supporting all students on the SEN register in all subject areas.
- Planning and delivering small group and 1:1 interventions.
- To provide feedback to the SENCO and other relevant colleagues regarding concerns about any student/s.
- To work with or towards the targeted and measurable progress of pupils on the SEN register, including target setting using CAP exam data.
- Drafting, reviewing and updating SEN Pupil Profiles plus obtaining feedback from parents/pupils.
- To work in partnership with teachers, departments and SEN colleagues to develop, create and maintain differentiated schemes of work, specific activities and resources to allow maximum access to the curriculum for students of all abilities.
- During normal working hours, undertake directed duties e.g. running a breaktime activity.
- To work with students with Education Health Care Plans (EHCPs) ensuring individual needs are met, including the implementation of the Plans and the monitoring of progress. This may include assisting with personal care and welfare requirements.

- Provide formal feedback to the SENCO in preparation for annual reviews of students with EHCPs.
- To accompany teachers and classes on extra-curricular activities, taking responsibility for a group of students under the supervision of the teacher.
- To attend and contribute to Inclusion team meetings and subject Departmental meetings as required.
- To work with other professionals as necessary and appropriate.
- To have a good working knowledge of Arbor to access necessary student data and mark registers, etc, MS Teams and general IT administration skills.
- To contribute to and implement the School's Behaviour Policy and support students in complying with the policy.
- To establish good working relationships with families in support of students' needs.
- To support Form Tutors at registration and play an active role in tutor admin e.g. uniform etc.
- To undertake any necessary training to meet the requirements of the role, including subject departmental training and INSET.

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Designated Safeguarding leads.
- Use ICT effectively to support learning activities and develop student competence and independence in its use.
- To assist the class teachers with photocopying and administrative tasks as necessary to support teaching. Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility.
- To attend team meetings, staff meetings, compulsory whole staff training and school events as directed.
- To reflect on and develop own practice.
- Participate in training and other learning activities and performance development as required.
- Take part in performance appraisal.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- Ensure compliance with all responsibilities as laid out in the School's equal opportunity policy and take an active role in promoting equality and diversity.
- Promote the School's policy on behaviour and punctuality for learning and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required.

June 2025



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EDUCATION, QUALIFICATIONS AND TRAINING

	Essential	Desirable	How Identified
Evidence of training and/or qualifications reflecting appropriate skills e.g. NVQ Level 3 or equivalent		Yes	Application form Exam Certificates
Degree in National Curriculum Subject or other relevant area		Yes	Application form Exam Certificates
GCSE English and Maths at grade C or above Good Literacy and numeracy skills	Yes		Application form GCSE certificates

EXPERIENCE

	Essential	Desirable	How Identified
Able to work effectively within a team and play a motivating role working with students	Yes		Application Reference Interview
Ability to cope with periods of pressure, work flexibly and proactively	Yes		Application Reference Interview
Accept the need for continuing development and training	Yes		Application Reference Interview
An interest in education and working within an educational environment	Yes		Application Reference Interview

KNOWLEDGE, SKILLS AND ABILITIES

	Essential	Desirable	How Identified
Confidence in use of ICT and willingness to train on specific school-based ICT systems e.g. Arbor, Microsoft Teams, etc.	Yes		Application Interview
Knowledge of Email and Office applications, e.g. Word, Excel, PowerPoint	Yes		Application Interview
Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions	Yes		Reference Interview

Excellent communication & interpersonal skills	Yes		Reference Interview
Able to quickly establish positive working relationships with a wide range of people from within and outside the school	Yes		Application Reference Interview
Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	Yes		Reference Interview
Excellent Numeracy and Literacy Skills	Yes		Application Reference Interview
Effective work presentation skills with a high degree of accuracy	Yes		Application Interview

OTHER REQUIREMENTS

	Essential	Desirable	How Identified
Enthusiasm, energy, motivation and commitment to work within a team and independently	Yes		Reference Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Application Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Reference Interview
An excellent attendance and punctuality record	Yes		Reference
DBS Check	Yes		Application

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