

JOB DESCRIPTION

| | |
|------------------------|---|
| School: | St Clement's High School part of West Norfolk Academies Trust |
| Job Title: | Teaching Assistant |
| Grade: | Scale C, Pt 4, £12.65/hour. Approx £15,814 (FTE £24,404/per year - based on a 37hr week) Please note the Salary will be pro rata Pay Award Pending |
| Hours/weeks: | 28 hrs/week, 39 weeks/year (term time +1) Temporary to 31 st August 2026 |
| Responsible to: | SENCO/ Head of Faculty |
| Working With: | Designated pupil/pupils SENCO Head of Faculty Subject Teachers |

Purpose of the Job

You will work with teachers to raise the learning and attainment of the student(s) while also promoting their independence, self-esteem, and social inclusion. You will provide support so that they can access the curriculum, participate in learning, and experience a sense of achievement.

You will need to have good communication and interpersonal skills, the belief that all students, regardless of their personal circumstances can excel and the ability to set high expectations in order to motivate and inspire.

You will support students in interventions to develop their literacy skills.

Teaching Assistants support a range of needs including:

- Specific Learning Difficulties
- ADHD
- Global Developmental Delay
- Autistic Spectrum Condition
- Social, Emotional and Mental Health
- Physical Disability
- Medical Needs, including Type-1 Diabetes

Responsibilities

Personal and professional conduct

Teaching assistants should uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' wellbeing by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and understanding

Teaching assistants are expected to:

- Acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.
- Be aware of, and comply with, policies and procedures relating to child protection, health including positive mental health, safety and security, confidentiality, data protection, intimate care and SEN code of practice 2014 reporting all concerns to an appropriate person.

Teaching and learning

Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.

- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health and expects all staff and volunteers to share in this commitment. All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list.

The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

| Qualifications | Essential | Desirable | How assessed |
|-----------------|-----------|-----------|--------------|
| Level 2 English | ✓ | | Appl/Int |
| Level 2 Maths | ✓ | | |
| Level 2 ICT | | ✓ | |
| Level 3 English | | ✓ | |

| Experience | Essential | Desirable | How assessed |
|---|-----------|-----------|--------------|
| Experience of working with young people | ✓ | | Appl/Int/Ref |
| Experience of working in a team | ✓ | | |

| Skills, Attributes and Knowledge | Essential | Desirable | How assessed |
|--|-----------|-----------|--------------|
| Good literacy and numeracy skills | ✓ | | Appl/Int/Ref |
| Demonstrate specific skills and qualities required to support named individual student | ✓ | | |
| Skills and knowledge to deal with student safety and behaviour | ✓ | | |
| Ability to build effective working relationships with pupils and adults | ✓ | | |
| Excellent verbal communication and active listening skills | ✓ | | |
| The ability to remain calm in stressful situations and work effectively under pressure | ✓ | | |
| Good ICT skills, particularly using ICT to support learning | ✓ | | |
| Commitment to continued personal development | ✓ | | |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | ✓ | | |
| Knowledge of guidance and requirements around safeguarding children | ✓ | | |
| Demonstrate a commitment to equal opportunities | ✓ | | |
| Ability to adapt resources to meet individual student needs | ✓ | | |

| Personal qualities | Essential | Desirable | How assessed |
|---|-----------|-----------|--------------|
| Positive attitude to work | ✓ | | Appl/Int |
| Ambition for self and others | ✓ | | |
| Decisive, determined, and self-confident | ✓ | | |
| Supporting positive mental health within the school | ✓ | | |
| Integrity, trustworthy, honest and open | ✓ | | |
| Accessible and approachable | ✓ | | |

| | | | |
|--------------------------------|---|--|--|
| Excellent interpersonal skills | ✓ | | |
|--------------------------------|---|--|--|

Appl = Application form

Int = Interview

Ref = Reference