



## **Teaching Assistant Job Description**

Post Title: SEN Teaching Assistant

Contract: Full-time – Monday to Friday, 8am to 4pm

Reporting to: Middle Leadership Team

### **Role Purpose**

As a Teaching Assistant at Gesher, you will work collaboratively with teaching staff to deliver an inclusive, engaging, and nurturing educational experience rooted in our relational ethos and commitment to Project-Based Learning (PBL). You will support the holistic development of the individual pupil both in and outside the classroom, helping them grow as confident, independent learners and active members of the school community.

### **As the Teaching Assistant of the post holder will:**

- Work under the instruction and guidance of teaching staff to implement agreed programmes of work with the individual pupil, in or out of the classroom
- To provide care and support for the pupil, to ensure their safety and well-being  
To encourage enjoyment, enthusiasm, and independence in learning
- To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school
- To assist in the provision of a welcoming, stimulating environment
- To assist in the smooth running of the school
- Have access to a wide range of CPD across the school to support growth and self development which can be applied in classrooms

## **Duties and Responsibilities**

### **Supporting the Pupil:**

- Collaborate with teaching staff to implement high-quality, personalised learning programmes that align with PBL principles, supporting full access to the curriculum and meaningful participation.
- Foster a warm, trusting, and respectful relationship with the pupil, promoting emotional security, students wellbeing, self-belief, and resilience.
- Encourage active participation, teamwork, and communication among peers, modelling positive social interactions.
- Promote independence and a growth mindset through praise, scaffolding, and encouragement.
- Provide consistent, formative feedback that highlights progress, builds confidence, and supports self-reflection.

### **Supporting the Curriculum:**

- Support the dynamic delivery and contribution of ideas towards projects supported by the class teacher, which are hands-on learning experiences as part of our PBL model, helping pupils make real-world connections and develop critical life skills.
- Contribute to designing and preparing differentiated resources that reflect pupils' interests, needs, and learning profiles.
- Assist with the care, organisation, and safe use of specialist resources and equipment, ensuring accessibility and engagement.
- Liaise professionally with outside agencies and specialists where necessary to support a joined-up approach to pupil progress and wellbeing.

### **Supporting the Teacher:**

- Work under the guidance of the class teacher and relevant professionals to implement personalised learning plans (PLPs) and co-plan interventions where appropriate.
- Maintain accurate and meaningful records of pupil progress and observations, contributing to ongoing assessment and planning.
- Participate in regular reflection and review meetings, offering insights into the pupil's strengths, challenges, and next steps.
- Provide consistent feedback to teachers to inform adjustments in teaching and support.

## Supporting the School:

- Embody and promote Gesher’s core values of inclusivity, relational practice, and innovation in all areas of your work.
- Demonstrate professionalism and discretion, adhering to all school policies, including safeguarding, confidentiality, and data protection.
- Participate actively in school life, including whole-school events, enrichment activities, school visits, and collaborative planning.
- Support a safe, stimulating, and welcoming learning environment that reflects pupils’ interests and achievements.
- Engage in continuous professional development, including in-service training and reflective practice.
- Support the smooth day-to-day operation of the school by taking on additional duties as directed, including break-time supervision and assisting in transitions.

GESHER PERSON SPECIFICATION FOR TEACHING ASSISTANT			
ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent relevant qualification</li> <li>• Educated to at least GCSE level including a good level in English and Maths</li> <li>• Willingness to enhance qualifications and training for development in the post</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Examination of Certificates</li> </ul>
RELEVANT EXPERIENCE		<ul style="list-style-type: none"> <li>• Working with children with SEN</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Observation</li> </ul>
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>• Excellent Maths, English, ICT and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of SEN Code of</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Working knowledge of national curriculum, with knowledge of SEN</li> <li>• Child protection and Safeguarding Procedures</li> <li>• Understanding the principles of child development</li> </ul>	<ul style="list-style-type: none"> <li>• Practice/policies and legislation</li> <li>• Health and Safety Legislation</li> <li>• Working knowledge of supportive tech systems such as Augmented Alternative Communication (AAC)</li> <li>• Skilled in using Google Drive, MS Office and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Observation and feedback</li> </ul>
PERSONAL CHARACTERISTICS	<ul style="list-style-type: none"> <li>• Ability to meet the physical demands required of the job</li> <li>• A deep belief in the potential of every child and a commitment to inclusive, personalised education</li> <li>• Good organisational skills and to be able to work as part of a team</li> <li>• Ability to build strong, trusting relationships with pupils, families, and colleagues.</li> <li>• High level of emotional intelligence, adaptability, and reflective practice.</li> <li>• Excellent communication, organisational, and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Medical Assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to upholding the highest standards of professionalism, safeguarding, and child wellbeing.</li> <li>• A proactive approach to identifying and solving challenges.</li> <li>• The ability to apply and successfully use CPD provided by the school into everyday practice to support our students to the fullest.</li> </ul>		
CONTRA-INDICATORS	A satisfactory record check being undertaken by the Disclosure and Barring Service		

Deadline for Applications: Ongoing Basis

This list serves as an indication of the main tasks to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments based on changing circumstances.

Gesher School reserves the right to require you to undertake other duties and/or hours of work as may reasonably be expected of you commensurate with your grade at your normal place of work.

Gesher is committed to safeguarding all children, and all applicants will be asked to provide declarations regarding their criminal history before the interview. The post will be subject to satisfactory safeguarding references and to an enhanced DBS check being received.

Gesher is an equal-opportunity employer, welcoming applicants of all genders, races, cultures, languages, and faith backgrounds. We do not discriminate based on age, disability, or sexual orientation.

Gesher School is committed to the professional development of its staff.