Weatherhead
High School

JOB DESCRIPTION

POST:	**TEACHING ASSISTANT (LEVEL 3)**
SALARY:	**WITHIN THE RANGE £24,814 - TO £26,917 (NJC POINTS 12 - 17)**
CONTRACTED HOURS:	**FULL TIME, 36 HOURS PER WEEK, 39 WORKING WEEKS, MONDAY – FRIDAY 8.20 am – 4.10 pm (3.30 pm Friday) MATERNITY COVER, SEPTEMBER 2026 – MARCH 2027**

REPORT TO: DIRECTOR OF SEND

Principle responsibility:

We are seeking a dedicated and enthusiastic Teaching Assistant to join our vibrant secondary school to cover a maternity leave tor two terms. The successful candidate will provide support to teachers and students, helping to create a positive learning environment that meets the needs of all pupils.

As a Teaching Assistant, you will work closely with teaching staff to assist in lesson preparation, classroom management, and the development of students' academic and social skills. This role is vital in supporting students, including those with special educational needs, to achieve their full potential.

1. Support for Students

- To assess the needs of the students and use detailed knowledge and specialist skills to support students' learning, including undertaking new starter assessments and dyslexia screening.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom to develop and implement IEPs.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievements of self-reliance.
- To provide feedback to students in relation to progress and achievement.

2. Support for Teachers

- To produce lesson plans, worksheets, plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision.
- To monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and provide evidence of a range and level of progress and attainment.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- To support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- To administer and assess/mark tests and invigilate exams/tests.

3. Support for the Curriculum

- To deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs.

- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural activities.
- To advise on appropriate deployment and use of specialist aid/resources/equipment.
- To undertake Cover when required within an agreed timetable.

4. Support for The School

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- To take the initiative as appropriate to develop multi-agency approaches to supporting students.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To deliver out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

General

To represent teaching assistants at teaching staff/management/other appropriate meetings.

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.

This post is subject to the satisfactory completion of a six-month probationary period