



Perrott Hill SCHOOL

Teaching Assistant

Job description

Start date	September 2026
Reporting to	The Headmaster, Deputy Head and Head of Learning Support (SENDCo)
Department	Learning Support
Hours	Term-time only – 40 hours a week. 8:00 – 16:00
Salary	£20,578.13

Main purpose of the role

To work under the direction and guidance of academic staff to support the delivery of high-quality teaching and learning, to help raise standards of achievement for all pupils.

Duties and responsibilities

Support for pupils

- Develop a knowledge of a range of learning support needs and an understanding of the specific needs of the pupils needing support;
- Supervise and provide support for individual pupils, to ensuring they can access learning activities;
- Help pupils learn as effectively as possible, both in groups and individually, by:
 - clarifying and explaining instructions;
 - ensuring they can use the equipment and materials provided;
 - assisting in areas of difficulty, e.g. language, behaviour, social skills, reading, spelling and handwriting/presentation;
 - helping pupils to concentrate on and complete the work set;
 - meeting physical needs as required, while encouraging independence;
 - supporting the inclusion of pupils with identified neurodiverse needs;
 - developing appropriate resources to support pupils;
 - providing support for individual pupils inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher;
- Establish and maintain relationships with individual pupils and groups in support of their learning;
- Promote the inclusion and acceptance of all pupils;
- Set high expectations and promote self-esteem and independence;
- Provide the pastoral care necessary to enable pupils to feel secure and happy;
- Provide feedback to pupils on their progress and achievement, under the guidance of the teacher.

Support for teachers

- Assist the class teacher (and other professionals as appropriate) in developing and planning a suitable programme of support for pupils;
- Monitor pupils' responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback on pupils to the teacher;
- Contribute to the maintenance of pupils' records;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with school policy, while encouraging pupils to take responsibility for their own behaviour;
- Support class teachers and the SENDCo with administrative tasks that support teaching and learning.

Support for the curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses;
- Assist with intervention programmes, recording achievement and progress, and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of the equipment and resources required for lesson plans and learning activities, to support the delivery of an enriched curriculum.

Support for Perrott Hill

- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference, and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the School;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Where appropriate, develop relationships that foster links between home and School;
- Liaise, advise and consult with other members of the team supporting pupils as appropriate;
- Contribute to reviews of pupils' progress as appropriate;
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of pupils' work as required;
- Undertake other duties from time to time as required by the Headmaster.

Person specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification.

Experience

- Experience of working with children in an educational setting.

Qualifications and training

- Level 2 Diploma in Teaching and Supporting Learning and or Level 3 Diploma in Supporting Teaching and learning or working towards.
- Desirable - SEND options within Diploma, Paediatric First Aid
- A qualification in English/literacy and mathematics/numeracy, and ideally working towards Level 3 of the national qualifications framework;
- Knowledge of the legislation and regulations applicable to the support and care of pupils;
- A willingness to undertake courses as required to enhance the knowledge, understanding and skills needed to improve the quality of support given to pupils and teachers;
- Significant empathy with pupils who have additional or special educational needs and, where appropriate, a willingness to undertake specialist skills training.
- Ability to complete relevant paperwork associated with Teaching Assistant Role
- Work as part of a team

Knowledge and skills

- A basic understanding of the principles of child development and learning processes;
- An ability to self-evaluate learning needs and actively seek learning opportunities;
- An ability to relate well to children and adults;
- The ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these;
- An understanding of relevant policies and codes of practice, and awareness of relevant legislation;
- An ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.

Safeguarding

Perrott Hill is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post-holder will be expected to be familiar with, and to work in line with, Keeping Children Safe in Education and the School's Safeguarding and Child Protection Policy, reporting any concerns to the Designated Safeguarding Lead. The appointment is subject to an Enhanced Disclosure from the Disclosure and Barring Service and to the School's other pre-employment checks.