



Job Profile – Teaching Assistant

Introduction

At the Ashcombe School in Dorking, we are a friendly, ambitious secondary school with a strong community feel. We help every student grow academically and personally – and we support every member of staff to develop too.

When you join the Ashcombe, you will be working as part of a lively, well-managed and successful SEND team, as well as the wider collective. This position is ideal for someone with commitment, versatility and enthusiasm.

Through assisting in the provision of students' individual needs and supporting the delivery of interesting and stimulating lessons, you will be part of creating a learning environment that encourages students to be successful in their subjects.

Whether you are considering a career in education or have a desire to use your transferrable skills within an education setting to make a positive impact in students' future, we welcome your application.

Previous experience within education is not an essential requirement. Full training and mentoring will be provided.

Working as a Teaching Assistant can offer many opportunities to progress within the sector. Some former Ashcombe Teaching Assistants have moved on to become Exams Officer, LEARN Support Officer, Teaching Assistant in Charge, Wellbeing Coordinator, Assistant Head and School Business Manager.

Salary

Based on 30 hours per week - SESSET 4 £18,070 - £19,684 p.a. (£25,437 to £27,710 FTE)

Contract

Up to 30 hours per week, term time only, fixed term to 31 August 2027

Responsible to

SENDCo



Person Specification – Teaching Assistant

In selecting candidates for interview and eventual selection, the school will be looking for candidates with relevant education, experience, job-related knowledge, aptitudes, and skills, and many of the personal qualities listed below. The school welcomes applications from candidates who consider they could meet most, if not all, the requirements listed.

Education, Training and Experience

- Some evidence of Further Education (e.g. A Level, college course etc.)
- GCSE English and Maths at Level 4 (Grade C) or above
- Working with teenagers (desirable)
- Working within a school (desirable)

Knowledge, Aptitude & Skills

- A keen interest in children as individuals, in how they learn, and in a collaborative approach to learning
- Knowledge or a keenness to develop knowledge of:
 - How students learn
 - Effective teaching strategies to support learning
 - Difficulties students can experience in learning
 - Use of diagnostic tests
 - Effective strategies to address the specific learning difficulties of individuals in school
- Commitment to developing knowledge of ICT skills (Word, Arbor)
- Able to work well with teachers
- Relate well to students of secondary school age on a one-to-one basis and in small groups
- Organisational skills for directing students in their learning
- Creative skills for producing resources

Personal Qualities

- Positive and solution focused
- Flexible, able to prioritise and manage time effectively
- Effective oral and written communication
- Reflective, approachable and have a sense of humour
- Able to work independently and as part of a team, establishing good working relationships with a wide range of people including students, parents, governors, and colleagues



Role & Responsibilities – Teaching Assistant

Role	Responsibility
Planning activities and resources	• Participate in the planning of a range of activities for a group or an individual • Prepare and adapt teaching materials, equipment etc. which facilitate the students' access to the curriculum • Ensure resources prepared are available to all staff through efficient storage, filing and retrieval systems.
Assisting in classroom management	• Assist in the preparation of the classroom, the reception of students, the organisation of materials and the checking and clearing of the classroom
Supporting students in the Supported Learning Centre/Inclusion and Internal Exclusion	• Assist in preparation of the room. • Provide emotional and academic support for students in this space, recognising the individual needs of the given students. • Support the behaviour expectations in both areas and follow the school guidance.
Giving individualised support to students	• Assist in meeting the students' needs for encouragement and reassurance. • Attend to students' personal requirements and physical care, encouraging independence at all times. • Ensure that the planned programme of activities is implemented, undertake specific tasks with individuals or small groups of students. • Take the initiative in assisting students with setting and reviewing their personal targets, carry out individual interviews.
Monitoring and recording progress of students	• Implement procedures for the monitoring, assessment (including carrying out relevant tests of literacy, spelling etc.) and recording of students' progress. • Contribute, where appropriate to any multi-disciplinary discussion of students' needs/progress and contribute to informal and annual reviews.
Ensuring professional understanding and personal development in SEND	• Participate in relevant staff development activities.

This is a description of the main responsibilities of the post at the date of issue. These may change over time as requirements and circumstances change. The person in post may also have to perform other duties as may be necessary from time to time and would be expected to undertake any reasonable task, as directed by their line manager.



Further information

To find out more about the post, please contact us and ask to speak to Joanna Marks (SENDCo) and visit our website [The Ashcombe School - Working Here](#) for information.

Chris Panting (Headteacher) will be giving an online presentation about the school and the role on Wednesday 23 September 2026 at 5.30pm. If you would like to attend, please email a request to hr@ashcombe.surrey.sch.uk.

How to Apply

To apply, please go to our website [The Ashcombe School - Working Here](#) to download and complete the Support Staff Application Form. Please send your completed version to hr@ashcombe.surrey.sch.uk.

The closing date for applications is **8.00am on Monday 02 November 2026**, but early application is advised as the school reserves the right to interview and appoint as applications are received and before the closing date.

Candidates selected for interview will be informed by email. We do not generally contact candidates who are not shortlisted.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).

We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6e public task in line with guidance laid out in para 21 of Keeping Children Safe in Education (KCSIE) 2026. Any data collected during this search will be retained in line with our retention schedule which is available on request.