

Job Description

POST: Teaching Assistant

RESPONSIBLE TO: SENCO / Assistant Headteacher (Inclusion)

SALARY: Scale 3 (Point 4 - 6)

LOCATION: The Telford Park School

WORKING PATTERN: 32.5hrs per week - term time plus 1 week

DISCLOSURE LEVEL: Child workforce, Enhanced

Core Purpose of the Role

To support high-quality teaching and learning across the school, helping students to overcome barriers to learning and achieve their full potential.

The postholder will work alongside teachers and inclusion staff to deliver **in-class support and targeted interventions**, ensuring all students—including those with SEND and SEMH needs—can access a broad and ambitious curriculum.

The role will promote independence, engagement and positive relationships so that all students **achieve, belong and thrive**.

Key Responsibilities

1. Support for Teaching and Learning

- Work with teachers to support learning in the classroom and improve student outcomes.
- Provide **targeted support to individuals and small groups** to help them access lesson content.
- Adapt support strategies to meet the needs of students, including those with SEND and SEMH.
- Promote independence, resilience and positive attitudes to learning.
- Support the delivery of high-quality teaching, ensuring consistency with classroom expectations.

2. Intervention Delivery

- Deliver structured academic and/or SEMH interventions (e.g. literacy, numeracy, engagement support).
- Support students to close gaps in learning using planned intervention programmes.
- Ensure interventions are:
 - clearly structured

- aligned with classroom learning
 - monitored for impact
 - Provide feedback to teachers on student progress and engagement.
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3. Behaviour and Inclusion

- Support the implementation of the school's behaviour policy.
 - Use consistent behaviour management strategies to promote a safe and orderly environment.
 - Build positive, trusting relationships with students to improve engagement.
 - Support students with SEMH needs, helping them regulate emotions and remain engaged in learning.
 - Contribute to an inclusive culture where all students feel valued and supported.
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4. Assessment and Monitoring

- Observe, monitor and record pupil progress and engagement.
 - Provide feedback to teachers to inform planning and adaptation.
 - Support the tracking of intervention impact and student outcomes.
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5. Working with Staff and Professionals

- Work collaboratively with teachers, SENCo, pastoral and safeguarding staff.
 - Communicate effectively about student needs, progress and concerns.
 - Support consistent approaches across departments and teams.
 - Contribute to meetings where required (e.g. SEND reviews, intervention planning).
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6. Classroom and Resource Management

- Prepare learning resources and support lesson organisation.
 - Help maintain a safe, orderly and engaging learning environment.
 - Supervise students when required, including short periods in the absence of a teacher.
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7. Safeguarding and Welfare

- Promote the safety, wellbeing and welfare of all students.
 - Follow school safeguarding procedures and act on concerns promptly.
 - Support vulnerable students, including those with SEND and SEMH needs.
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8. Professional Responsibilities

- Maintain accurate records as required.
 - Engage in CPD to develop skills and knowledge.
 - Support the wider life and ethos of the school.
 - Uphold school values: **Be Prepared, Show Respect, Challenge Yourself.**
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Safeguarding Statement

Telford Park School is committed to safeguarding and promoting the welfare of children and young people. The postholder will:

- Act in accordance with **Keeping Children Safe in Education**
 - Remain vigilant to signs of abuse or safeguarding concerns
 - Report concerns in line with school procedures
 - Promote a safe and inclusive learning environment
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Health & Safety Statement

The postholder is required to:

- Take reasonable care for their own health and safety and that of others
 - Follow school policies and procedures
 - Report hazards, incidents and concerns
 - Support safe working practices across the school
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Person Specification

Qualifications & Training

Essential:

- GCSE English and Maths (Grade 4/C or above)

Desirable:

- Level 2 or 3 Teaching Assistant qualification or equivalent
 - Relevant SEND or SEMH training
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Experience

Essential:

- Experience working with children or young people
- Experience supporting learning or behaviour

Desirable:

- Experience working in a school setting
 - Experience supporting SEND or SEMH students
 - Experience delivering interventions
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Knowledge & Understanding

Essential:

- Understanding of:
 - barriers to learning
 - behaviour management strategies
 - inclusive practice
- Basic understanding of supporting literacy and numeracy

Desirable:

- Knowledge of SEND Code of Practice
 - Understanding of intervention approaches and impact
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Skills & Abilities

Essential:

- Ability to build positive relationships with students
- Strong communication and teamwork skills
- Ability to support learning effectively
- Good organisation and time management

Desirable:

- Ability to deliver structured interventions
 - Ability to adapt support to meet different needs
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Personal Qualities

- Calm, patient and resilient
 - Positive, proactive and flexible
 - Committed to inclusion and high expectations
 - Reflective with a focus on improving outcomes
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Other Requirements

- Commitment to safeguarding and equality
- Willingness to undertake CPD
- Flexible approach to supporting students