Job Details

Job Title	**Teaching Assistant**
Salary	Grade 5 12 - 19 Actual Salary starting £24,705 - £27,697
Contract Type	Permanent / Term Time Only Plus 1 Weeks (39 weeks)
Responsible to	Pathways Lead / Headteacher
Location	Meade Hill School
Working Pattern	35 hours per week
How To Apply	Please apply on SAM Recruit

Review and Amendment

This job description is intended to provide a clear outline of the main duties and responsibilities of the post; however, it is not exhaustive. The duties and responsibilities may be amended from time to time, in consultation with the postholder, to reflect the changing needs, priorities and requirements of the Trust.

The job description will be formally reviewed annually as part of the Trust's appraisal and performance management process. The Headteacher, in consultation with the HR, may make reasonable amendments to the duties and responsibilities of the post where required to meet operational or organisational needs, provided that such changes remain appropriate to the grade, level and overall purpose of the role.

Any significant or material change to the nature or level of the post will be considered through the Trust's appropriate job evaluation and review processes.

Job Purpose

To work under the direction of teachers and senior staff to support pupils with Special Educational Needs (SEN) in accessing learning, developing independence and achieving positive outcomes.

The postholder will provide classroom-based support, deliver targeted interventions, support communication and social development, and contribute to creating a safe, inclusive and engaging learning environment for all pupils.

Key Responsibilities

Area	Key Responsibilities
Pupil Engagement	Build positive and therapeutic relationships with pupils who may be reluctant or unable to engage with traditional education.
Learning Support	Support pupils individually and in groups to access learning activities and achieve their targets.
Classroom Support	Assist teachers in preparing, delivering and evaluating learning activities.
Educational Support	Deliver planned learning activities and interventions on a 1:1 and small group basis in school, community or home environments.
Curriculum Delivery	Support the delivery of programmes at KS4, following training and guidance provided by the school.
Behaviour Regulation	Apply a range of behaviour regulation and de-escalation strategies to support pupils in managing emotions and behaviours safely. Promote positive behaviour and implement behaviour support strategies in line with school policy.
SEN Support	Support pupils with a range of special educational needs including communication, cognition, sensory and social-emotional needs.
Intervention Support	Deliver planned interventions and learning programmes under teacher direction.

Record Keeping	Observe, monitor and record pupil progress and share information with teaching staff.
Learning Support	Support pupils in accessing learning activities and achieving individual targets.
Assessment	Contribute to the assessment, recording and evidencing of pupil progress, achievements and engagement.
Resource Preparation	Prepare, adapt and organise learning resources and classroom environments.
Educational Visits	Support pupils during school trips and enrichment activities when required.
Safeguarding	Maintain a strong commitment to safeguarding, recognising and responding to concerns in line with school policies.
Health & Safety	Ensure safe working practices are adhered to when working both on site. Follow all health and safety requirements and support pupil wellbeing.
Team Working	Work collaboratively with teachers, therapists and wider staff to support pupil outcomes and wellbeing.
Personal Development	Encourage independence, self-esteem and social skills development.

Person Specification

Qualifications

Criteria	Essential	Desirable
Teaching Assistant Level 2 qualification or willingness to work towards		✓
GCSE English and Maths (Grade C/4 or above) or equivalent	✓	
Relevant SEN training		✓
Training relating to SEMH, safeguarding or behaviour support		✓

Experience

Criteria	Essential	Desirable
Experience working with children or young people	✓	
Experience supporting vulnerable or disengaged learners	✓	
Experience working within an educational setting	✓	
Experience supporting pupils with additional learning needs.	✓	
Experience supporting pupils with SEMH needs		✓
Experience within a special school or alternative provision.		✓
Experience using visual communication strategies.		✓

Knowledge and Skills

Criteria	Essential	Desirable
Understanding of SEMH needs and barriers to learning	✓	
Ability to build positive relationships with young people	✓	
Strong communication and interpersonal skills	c	
Good literacy and numeracy skills.	✓	
Ability to work independently and use initiative	✓	
Ability to motivate and engage hard-to-reach pupils	✓	
Understanding of safeguarding responsibilities	✓	
Ability to remain calm and professional when supporting challenging behaviour	✓	
Ability to maintain accurate records and evidence progress	✓	
Competent use of IT and digital learning tools	✓	
Understanding of trauma-informed approaches		✓
Knowledge of behaviour regulation and restorative practice approaches		✓
Understanding of autism spectrum conditions		✓

Personal Qualities

Criteria	Essential
Passionate about improving outcomes for vulnerable pupils	✓
Resilient, patient and adaptable	✓
Positive and solution-focused approach	✓
Committed to inclusion and equality of opportunity	✓
Able to work effectively as part of a team	✓
Professional and trustworthy	✓

Committed to safeguarding and promoting welfare	✓
Flexible and willing to work across a range of settings	✓
Dedicated to the wellbeing, progress and success of all pupils	✓

General Duties

All Trust employees are expected to:

- Work in accordance with Trust policies, procedures and financial regulations.
- Maintain confidentiality and comply with data protection requirements.
- Contribute to the safeguarding and welfare of children and young people.
- Comply with health and safety requirements.
- Participate in relevant training and professional development.
- ✓Contribute positively to the work of the Trust and its schools.
- Undertake other reasonable duties appropriate to the grade and nature of the post.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to comply with the Trust's safeguarding and child protection policies and procedures and to undertake safeguarding training appropriate to their role.

The successful candidate will be required to demonstrate an understanding of their safeguarding responsibilities and to act promptly and appropriately where there are concerns about the welfare or safety of a child or young person. This includes maintaining professional boundaries, confidentiality and appropriate conduct always.

The Trust operates safer recruitment procedures, and the appointment will be subject to the appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check where applicable. The Trust reserves the right to undertake any further checks required in accordance with current safeguarding legislation and guidance.