Job Description: Teaching Assistant

Job Title:

Teaching Assistant

Responsible to:

Deputy Campus Lead

Job Purpose:

To provide high-quality support to learners with SEND, SEMH, Autism, and associated needs, enabling them to access the curriculum and achieve their potential. The Teaching Assistant will work under the direction of teaching staff and the Deputy Campus Lead, supporting learning, behaviour, and wellbeing in line with college policies and safeguarding standards.

Key Responsibilities

Learning Support

- Support teachers in planning and delivering lessons tailored to individual learner needs.
- Provide one-to-one and small group support to enable learners to access the curriculum.
- Assist in creating and maintaining a stimulating learning environment.
- Help prepare teaching resources and learning aids as directed by the teacher.

Behaviour and Pastoral Care

- Support learners in managing behaviour and developing self-regulation skills.
- Promote positive behaviour strategies and contribute to behaviour plans.
- Assist with morning routines and personal care where appropriate.

Documentation and Record Keeping

- Contribute to Individual Education Plans, Behaviour Support Profiles, Personal Learning Goals on Evidence for Learning and risk assessments.
- Maintain accurate records of learner progress and incidents in line with college policies.

Safeguarding and Wellbeing

- Ensure the safety and wellbeing of learners at all times.
- Report safeguarding concerns promptly to the Deputy Campus Lead, Campus Lead or Designated Safeguarding Lead.

Collaboration

- Work as part of a multi-disciplinary team, liaising with teachers, care staff, therapists, and external agencies.
- Communicate effectively with parents/carers to support learner progress.

Professional Development

- Participate in training, team meetings, and performance reviews.
- Keep up to date with best practices in33 SEND and specialist education.

Additional Duties

- Assist with off-site activities and educational visits, ensuring risk assessments are followed.
- Undertake any other duties commensurate with the role as directed by the Deputy Campus Lead.

Professional Standards

- Maintain high standards of conduct and ensure no active HR cases or sanctions, reflecting exemplary leadership and compliance.

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Person Specification

Qualifications

- Level 3 Certificate in Supporting Teaching and Learning or equivalent (desirable).
- Willingness to work towards relevant qualifications (essential).

Experience

- Experience working in an educational/student facing setting (essential).
- Experience supporting learners with SEND and/or SEMH (desirable).
- Experience managing challenging behaviour (desirable).

Knowledge & Skills

- Understanding of safeguarding and SEND Code of Practice.
- Ability to tailor support to individual learner needs.
- Effective communication and interpersonal skills.
- Good organisational skills and basic IT skills.

Personal Attributes

- Empathetic and patient.
- Resilient and adaptable to change.
- Committed to inclusion and learner-centred approaches.
- High expectations for learners and self.

Other Requirements

- Enhanced DBS clearance.
- Driving licence and willingness to travel between sites as required.