

Job Description

Job Title:	Higher Needs Funding Teaching Assistant – Lower school
Reference:	
Reports to:	Vice Principal: Head of Lower school
Responsible for:	No line management
Salary range:	£22,595.00 FTE (£19,759.74 Pro Rata)
Contract:	Full time, term-time only, fixed term July 2025

Main purpose of the role:	Assist in the educational and social development of individual pupils under the direction and guidance of the Principal, SENCO and class teachers to ensure they attain the targets set under their individual educational programmes.
Main duties:	<ol style="list-style-type: none"> 1. Assisting teachers with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop. 2. Provide clerical/administrative support (e.g. typing, photocopying) and undertake basic record keeping in respect of pupil learning, behaviour, child protection etc as directed in order to support the teacher to deliver the specific learning programmes set for individual pupils. 3. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing. 4. Contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable the Academy to fulfil its development plans etc. 5. Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development. 6. Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets. 7. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills. • Evidence of Continuing Professional Development relevant to the role. 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Previous experience (1-2 years) of working with children. • Experience of supporting pupils/students of differing abilities and backgrounds. • Experience of working with children with complex needs. • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. • Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. 	<ul style="list-style-type: none"> • Have experience of implementing a variety of de-escalation strategies in challenging situations involving young people. • Positive behaviour strategy knowledge and experience of helping children self-regulate emotions
Skills	<ul style="list-style-type: none"> • The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential • Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils • Ability to develop in pupils the skills to work independently and collaboratively • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals. • Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. • Creative and innovative. 	

	<ul style="list-style-type: none">• Data and IT literate with good IT skills.• Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.• Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.
Qualities	<ul style="list-style-type: none">• Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.• Personal and professional authority and resilience.• Solution focused, working collaboratively and collegially with colleagues and stakeholders.• Excellent inter-personal skills.