

The Orchard School – Job Description



Teaching Assistant

School: The Orchard School

Salary: Kent Range KSB + SEN Allowance

Hours: 32.5 hours per week, Term Time only + 5 CPD days

Responsible to: Class Teacher and Assistant Headteacher

Location: Canterbury, Kent

Job Purpose

To provide dedicated, high-quality support for pupils with SEMH needs, ensuring access to learning and promoting wellbeing in line with The Orchard Way and our Therapeutic Thinking approach. The role involves building a trusting relationship, supporting regulation, communication, and engagement, and working collaboratively with the class team and wider school community.

Key Responsibilities

- Provide consistent, therapeutic support to the designated pupil throughout the school day
- Support the pupil's emotional regulation and behaviour using Therapeutic Thinking principles
- Establish strong, safe, and respectful relationships that support learning and wellbeing
- Help the pupil access the curriculum by adapting resources and breaking down tasks
- Support the implementation of EHCP outcomes and behaviour/emotional support plans
- Use strategies and tools provided by the class teacher, SENCo, and therapeutic team
- Work collaboratively with staff to share observations and adapt approaches as needed
- Support the pupil's transitions, routines and participation in all aspects of school life
- Actively contribute to pupil progress reviews, including feedback on learning and emotional development
- Model and uphold the school rules: Ready – Respectful – Safe, in all interactions

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- Promote and reflect the school values: Trust, Belonging, Aspiration, Voice, Pride and Curiosity
- Participate in supervision, CPD and reflective practice to continually grow in the role

General Responsibilities

- Maintain confidentiality and professionalism at all times
- Work in accordance with all school policies including Safeguarding, Health & Safety and Equality
- Support the safeguarding and welfare of all pupils
- Undertake any other duties which may be reasonably directed by the Headteacher or leadership team

Please refer to the Person Specification for further details of the essential and desirable criteria for this role.