



**Wilmington Grammar School for Girls,
Wilmington, Kent.
DA2 7BB**

Teaching Assistant

Salary: Grade 6
FTE £26,500 - £29,200
Responsible to: SENDCo
Working Hours: 37 hrs per week, (Term-time plus 5 INSET days)
Start date: 1st September 2025

Main purpose

To work in collaboration with class teachers to support the learning of a visually impaired student. To supervise and provide particular support for other identified students, in 1:1, group or whole class situations, ensuring their safety as well as supporting them to access the learning.

Main Duties and Responsibilities:

- Help plan, adapt and organise learning activities for students according to their needs and abilities, under the direction of the class teacher.
- Specific in class support for a VI student, alongside ensuring all additional resources are in place
- To supervise and monitor students accessing the SEN medical room, providing medical support as per students agreed health care plan and learning plan.
- To assist in the development of appropriate resources and teaching strategies, working with teachers to ensure the provision supports each identified student's learning needs.
- To provide first aid and medical support to students with medical conditions.
- Deliver learning activities for individuals and small groups of students under the professional direction and supervision of the SENDCo.
- To contribute to creating a purposeful and supportive learning environment ensuring any missed learning as a result of a medical condition is provided for the student to catch up as required.
- Undertake structured and agreed learning activities/teaching programmes as appropriate, adjusting activities to ensure achievement of learning goals.
- To assist in monitoring and evaluating the provision for identified students' with medical needs.
- Communicate with parents on a regular basis, updating them of their child's progress and discussing any concerns that have arisen.
- Promote positive behaviour around the school in line with the school's Behaviour policy.
- Support students' social and emotional well-being, recognising signs of emotional concern, offering reassurance, and reporting concerns to the teacher or Safeguarding Lead as appropriate.
- Promote student inclusion within the school, supporting and encouraging communication, learning and social skills.
- Carry out administrative duties, such as managing health care plan database, including photocopying, filing, display making and presentation of students' work.

- Attend to students' personal care needs to ensure their wellbeing, safeguarding and health and safety as well as undertake first aid training.
- Assist with break/lunch-time supervision including facilitating activities.
- Participate in training and performance development programs as required.
- Attend staff meetings and coaching and/or supervision.
- To be a good role model in speaking and listening, using correct grammar.

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Math's and English Language GCSE grades A*- C (4-9) • Have an awareness/knowledge of Health & Safety at Work • Qualified three-day first aider or willingness to train to achieve this certificate 	<ul style="list-style-type: none"> • Level 3 in Supporting Teaching & Learning in Schools or equivalent qualification
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of working with young people in school or other learning environment. • Ability to work to tight deadlines and be flexible in supporting other staff. • Keen interest and passion for the education of young people and the enthusiasm to contribute more widely to the life and community of the school. • Experience of leading small intervention groups for students. • Ability to work effectively as part of a team. • Ability to communicate well with students, staff and parents. • Ability to organise own time to ensure that resources are available when required • An understanding of child protection, health & safety, equal opportunities and confidentiality 	<ul style="list-style-type: none"> • Previous experience supporting students with SEN and/or medical conditions. • Previous experience of working with VI students

Application Process

To Apply: Visit the Vacancies page of our school website www.wgsg.co.uk.

Closing Date: 9am on 14th August 2025

Interviews: Interviews will be held the following week.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.