



Specialist Teaching Assistant – Enterprise Projects

Job Description

Purpose of the Role

To lead on the planning, organisation, and delivery of pupil involvement in Enterprise Projects, including the school café and coffee trailer, ensuring that these initiatives provide meaningful learning experiences, build employability skills, and promote independence for pupils with SEN.

Key Responsibilities

- **Enterprise Leadership**
 - Lead and coordinate day-to-day operations of the school café and coffee trailer.
 - Work alongside pupils to model and teach practical skills such as food preparation, serving customers, handling money, and maintaining hygiene.
 - Support pupils to develop soft skills, including communication, teamwork, problem-solving, and customer service.
- **Pupil Support**
 - Provide tailored support to meet the diverse needs of pupils with SEN.
 - Encourage and promote independence, resilience, and confidence in all tasks.
 - Monitor and assess pupil engagement and progress, providing feedback to teaching staff.
- **Collaboration**
 - Work with teaching staff to integrate enterprise activities into the wider curriculum.
 - Liaise with external partners, suppliers, and the local community to enhance project opportunities.
 - Ensure all enterprise activities align with the school's ethos and safeguarding policies.
- **Health, Safety & Compliance**
 - Maintain a safe working environment in line with health and safety and food hygiene regulations.
 - Ensure pupils understand and follow appropriate safety and hygiene practices.

- Support risk assessments and maintain accurate records where required.

Person Specification

Essential

- Experience working with children or young people, ideally in an SEN setting.
- Strong organisational and communication skills.
- Ability to inspire, motivate, and engage pupils in practical learning.
- Understanding of health and safety and food hygiene requirements.
- Flexible, creative, and able to adapt to the changing needs of pupils and projects.

Desirable

- Experience in catering, hospitality, or enterprise-related work.
- Relevant qualifications in food hygiene, teaching assistance, or SEN support.
- Experience in project management or leading small teams.

Job Context:

Teaching Assistants with responsibilities will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in planning, monitoring, assessment and class management.

Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

Requirements before allocated to the role of Specialist ASD or Specialist SLD / MLD role:

- Completion of all elements of the school Induction Program
- Successful completion of a 6-month probationary period
- Engagement with Mentoring Program
- Completion of agreed elements of the Core Training Program
- Achieve “Meets Required Standards” grade at first PMR
- Be working within the National Occupational Standard Unit STL12

SCOPE FOR IMPACT:

Support staff in schools to make a strong contribution to pupils’ learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Teaching Assistants contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

ORGANISATION: *(not line management responsibilities)*

Headteacher



Deputy Head



Assistant Head



Class Teacher



Teaching Assistant



PERSON SPECIFICATION

	Essential	Desirable
TRAINING & QUALIFICATIONS:		
English and Maths GCSE or equivalent grade C/4 or above (original certificates must be brought to interview)	✓	
Any NVQ 2 showing ability to study at that level		✓
Evidence of attending training to develop own skills	✓	
PROFESSIONAL KNOWLEDGE & UNDERSTANDING:		
Experience within any school		✓
Experience with children / young people with Additional Educational Needs		✓
Able to use IT for their own needs and to develop children's learning	✓	
PERSONAL SKILLS & ABILITIES:		
Excellent sense of fun, humour and enjoyment of life	✓	
Able to build and manage relationships constructively with a wide range of pupils, adults and professionals	✓	
Personal organisation skills in order to meet the many and varied elements of the role	✓	
Able to work as a member of a team	✓	
OTHER REQUIREMENTS:		
Application forms must be completed in full – dates & grades of qualifications are essential	✓	
Supporting letters should be clear and concise and relate to the person specification and job description	✓	
Underpinned by an overall philosophy / understanding of special education	✓	

The interview will explore candidates' ability to perform the duties of the post as well as:

- Safeguarding and promoting the welfare of children
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children / young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will also be discussed further at interview.