



JOB DESCRIPTION

Job Title:	Teaching Assistant	Department:	Learning Enhancement
Hours of Work:	37.5 hours (8.15am to 4.15 am with 30 minutes unpaid lunch) This is a fixed term role from September 2026 until July 2027.		
Responsible To:	Head of LE	Responsible For:	

Summary of Role:

We are seeking a caring, enthusiastic and highly motivated Teaching Assistant to join our Learning Enhancement Team and provide dedicated, personalised support to students with a wide range of learning, communication, social, emotional, physical and additional needs, helping them to overcome barriers to learning and achieve their full potential.

Working collaboratively with teachers, support staff and other professionals, you will provide targeted support to individuals and/or small groups, adapting your approach to meet students' diverse needs. You will support students to develop the skills, confidence and strategies they need to engage positively with learning and become as independent as possible.

As part of the Learning Enhancement Team, you will play an important role in supporting students' academic progress, wellbeing, communication, physical needs and independence. You will build positive and trusting relationships, encourage engagement and ensure that students are supported to participate fully in school life and make meaningful progress.

The successful candidate will be patient, compassionate, adaptable and committed to inclusive education, with a genuine desire to make a positive difference to the lives, wellbeing and learning experiences of young people with a range of needs.

Duties and Responsibilities:

- Assisting in the development and implementation of individual student programmes and interventions.
- Providing students with written and verbal feedback about how to make the next small steps of progress
- Contributing to effective assessment and planning by supporting the monitoring, recording and reporting of student progress.
- Contributing to reports, where necessary, for students' annual reviews, academic or pastoral reports.
- Communicating effectively and sensitively with students to adapt to their needs and support their learning.
- Providing in class support, and support to small groups and individuals both in class and outside of the classroom setting to enable all students to make progress.
- Adopting a range of relevant strategies and approaches to support the work of the teacher and enabling all students to make progress.
- Promoting, supporting and facilitating inclusion by encouraging participation of all students in learning and extracurricular activities.
- Supporting students to develop their communication and independence skills.

- Supporting students to develop and maintain positive physical emotional and mental wellbeing.
- Promoting independence and employing strategies to recognise and reward independent learning.
- Establishing productive working relationships with students, acting as role models and setting high expectations.
- Using effective behaviour management strategies consistently in line with the school's policy and procedures.
- Adopting and using behaviour for learning approaches which contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Communicating effectively and positively with all staff and to adhering to the school policies, procedures and practice at all times.
- Reporting safeguarding and welfare concerns about students to the Safeguarding Team, in line with Woldingham's Safeguarding policy and procedures.
- Communicating knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place regarding interventions and provision.
- To communicating professionally effectively and purposefully with parents.

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
• Evidence of ongoing commitment to learning and professional development.	• GCSEs or equivalent in English and Mathematics • Level 2 or Level 3 qualification in Supporting Teaching and Learning, Childcare, Education or a related subject. • Training or qualifications relating to SEND, autism, dyslexia, ADHD or other additional learning needs. • Relevant degree or higher-level qualification.
Personal Behaviours	
• Warm, approachable and patient manner, with the ability to build positive and trusting relationships with pupils. • Reliable, punctual and well organised, with the ability to manage competing priorities. • Calm and resilient, with the ability to respond appropriately to challenging or sensitive situations. • Able to work effectively as part of a team while also demonstrating initiative and working independently when appropriate.	• Confident in taking initiative and identifying ways to support pupils and colleagues. • Flexible and willing to support activities beyond the immediate requirements of the role. • A genuine interest in education and supporting young people to achieve their potential.
Knowledge and Skills	
• Good standard of written and spoken English and numeracy skills.	• Knowledge and understanding of SEND and the barriers that can affect learning.

• Ability to communicate effectively and sensitively with pupils, teaching staff, parents and other members of the school community. • Ability to support pupils in accessing the curriculum and developing their confidence, independence and learning skills. • Good organisational skills, with the ability to follow instructions, maintain accurate records and use initiative appropriately.	• Experience supporting pupils with specific learning difficulties, autism, ADHD or other additional needs • Experience of working within a secondary school or independent school environment. • Understanding of the use of technology and assistive technology to support learning.
Ethos and Whole School Values	
• Committed to operating as part of the school community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care	• Willingness to contribute to whole school initiatives, and support school improvement programmes
Safeguarding and Pastoral	
• Committed to safeguarding and promoting the welfare of children and young people • A satisfactory Enhanced Disclosure from the DBS	• Understand the importance of safeguarding in a school environment

Terms and Benefits

Start Date: ASAP. This is a fixed term role from September 2026 until July 2027.

Working hours: 37.5 hours per week (8.15am to 4.15am), term time 34 weeks

Salary: 0.74 FTE £20,720 per annum (FTE £28,000)

Pension: Auto enrolled into the School's pension scheme, which includes life assurance.

Lunch: Complimentary meals, when on duty, in the Dining Room.

Parking: There is free parking on site.

Gym and Pool: There are staff sessions for use of these facilities.

Fees: School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all the normal entrance requirements.