**Job Summary Document**

*Teaching Assistant*

**Job Description:**

As part of the school’s restructuring process, we are inviting applications from existing Teaching Assistants to continue supporting our pupils in a redefined role. This role remains essential in providing high-quality learning support, particularly for pupils with **Special Educational Needs and Disabilities (SEND)** and those eligible for **Pupil Premium funding**.

Successful candidates will be expected to demonstrate their **experience, skills, and commitment to inclusive education**, with a continued focus on **delivering interventions, supporting pupils with additional needs, and working collaboratively within the school team**.

**Key Responsibilities:**

**Classroom & Learning Support**

* Work **1:1 and in small groups** to support targeted pupils, ensuring **measurable progress** in English, Mathematics and social development.
* Assist with the **delivery of differentiated learning activities**, adapting tasks and resources to meet diverse needs.
* Support children with **English as an Additional Language (EAL)** using scaffolding strategies, visual prompts, and structured language support.
* Implement interventions aligned with the school’s **bespoke phonics scheme**, ensuring consistent pupil progress in early reading skills.
* Deliver structured **speech & language interventions** with clear progress tracking.

**SEND & Inclusion Support**

* Work closely with the **SENDCo and class teachers** to ensure EHCP provision is implemented effectively.
* Use **alternative communication methods** to support pupils with communication difficulties.
* Provide **sensory and emotional regulation support**, ensuring pupils with additional needs can access learning successfully.
* Assist in maintaining and updating **pupil progress records** and contribute to review meetings for SEND and Pupil Premium students.

**Behaviour & Well-being Support**

* Implement **positive behaviour management strategies**, ensuring a **supportive and structured learning environment**.
* Support children with **Social, Emotional, and Mental Health (SEMH) needs**, using emotional regulation techniques and restorative practices.
* Encourage positive social interactions, promoting **peer relationships and confidence-building activities**.

**Collaboration & Professional Development**

* Continue working in partnership with **teachers, the SENDCo, and external agencies** to support pupil progress.
* Contribute to staff discussions on **effective interventions and best practices for all pupils**.
* Engage in relevant **CPD opportunities**, ensuring continued professional development in key areas such as SEND, behaviour management, and inclusive learning strategies.

**Person Specification:**

**Essential Criteria:**

✔ **Currently employed** as a Teaching Assistant at **Windmill Hill Primary School.**

✔ Proven ability to **support children with EAL, SEND** and those **eligible for Pupil Premium.**

✔ Knowledge of **effective intervention strategies**.

✔ Strong skills in **behaviour management** and **emotional regulation support**.

✔ Experience delivering **structured interventions**, particularly in phonics, English, Mathematics and speech & language.

✔ Confident in **adapting learning activities**

✔ The subject knowledge required to **support across all Key Stages.**

**Desirable Criteria:**

➕ **Experience working** across EYFS, Key Stage 1 and Key Stage 2.

➕ **Additional training** in safeguarding, first aid, or positive handling (e.g., Team Teach).

**Personal Attributes:**

✅ Demonstrates **resilience, patience, and a proactive approach**.  
✅ Passionate about **inclusive education and supporting pupil development**.  
✅ Strong **teamwork and communication skills**.  
✅ Highly **organised and reliable**, ensuring all interventions are delivered effectively.  
✅ Committed to **professional growth and continuous improvement**.