



Stephen Hawking School

Job Description:

Teaching Assistant (Intermediate Level)-

Grade:	APT&C Scale Three	Hours:	31 ¼ hours per week, term- time only (39 weeks per year)
Responsible to:	Class Teacher	Manages:	None

Main Activities and Responsibilities

1. To work with individual children and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
2. To help pupils to access the full curriculum, at the same time promoting independent learning.
3. To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help to maintain individual and group records.
4. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
5. To help prepare and maintain a purposeful, orderly and supportive environment for learning.
6. To provide care with regard to the physical welfare of pupils.
7. To draw on specialist skills and knowledge to respond effectively to pupils with additional educational needs.
8. To contribute to the induction programme for newly-appointed teaching assistants and to provide mentoring support to trainee on work placements.
9. As directed, the postholder will undertake additional duties that may arise from time to time that are commensurate with the grade of the post.

Person Specification: Teaching Assistant (Intermediate Level)

These requirements are particular to the Intermediate level grade:

1. Knowledge, and proven effective use, communication strategies, objects of reference, symbols and PECS.
2. Evidence of good practice in the use of the school's Behaviour Policy, Staff Code of Conduct and End of Key Stage Independence Targets/ IEPS
3. Completion of school based training for: eating and drinking; ICT; manual handling, medical needs
4. Evidence of good practice in raising the achievements of children with severe and/or profound and multiple learning difficulties (S/PMLD).
5. The ability to share this specialist knowledge with less experienced members of staff, parents, students or visitors.

The following are the person specification requirements for both the Foundation and Intermediate level grade:

1. A commitment to the educational rights of children with S/PMLD.
2. Direct experience of supporting children with special educational needs (SEN).
3. The ability to work as part of a team.
4. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
5. The ability to establish and maintain effective working relationships with teachers and other members of staff.
6. The ability to accept guidance and direction from teachers.
7. The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher.
8. The ability to keep written records and support the development of pupils' communication, personal independence, literacy and numeracy skills with confidence.
9. Awareness of how pupils learn and the various factors, which affect their learning.
10. Awareness of the need to show respect and value pupils as individuals.
11. An understanding of, and commitment to, inclusive education.
12. A willingness to undertake paid training in normal contractual hours to develop job-related skills and to work towards an NVQ level3 qualification (or its equivalent).

13. A sympathetic approach to parents and an understanding of the need for confidentiality.
14. A commitment to the Governing Body's Equal Opportunities Policy.
15. A willingness to work throughout the school with any age group.
16. The ability to adapt to differing environments within the school and to the needs of different children.
17. An understanding of, and sympathy with, the aims of the school.

Please note this JD will be reviewed Autumn 2025