**Job Description**

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| **Role** | TA or HTLA | **Team** | Support Staff |
| **Reports To** |  | **Responsible For** |  |

**Job Summary**

We are seeking a dedicated and compassionate Teaching Assistant or Higher-Level Teaching Assistant to join our specialist SEN school. The successful candidate will support pupils with a range of complex needs, including autism, speech and language difficulties, social, emotional and mental health needs (SEMH), and physical or medical conditions. This is a rewarding opportunity to make a lasting difference in the lives of pupils who require additional support to thrive in their education and beyond.

**Job Responsibilities**

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| Key Areas | Tasks |
| Teaching & Learning | Deliver whole-class, small group, and one-to-one learning activities under the guidance of teaching staff. |
| Lead lessons in the absence of the teacher, ensuring continuity of high-quality teaching and learning |
| Adapt teaching materials, resources, and approaches to meet the individual needs of pupils with SEND. |
| Use a range of specialist strategies to support communication and learning. |
| Pupil Progress & Development | Deliver targeted interventions to support pupils’ learning, communication, independence, and life skills. |
| Monitor and record pupil progress, contributing to individual education plans (IEPs) and Education, Health & Care Plans (EHCPs). |
| Promote positive behaviour strategies and manage challenging behaviour effectively, in line with school policies. |
| Support pupils with personal care, physical needs, or medical requirements as necessary. |
| Foster pupils’ social, emotional, and mental well-being, encouraging resilience and independence. |
| Classroom & Resource Management | Assist in the preparation and adaptation of resources for personalised learning. |
| Create and maintain a stimulating and supportive learning environment tailored to SEN pupils. |
| Support pupils in structured and unstructured times, including breaks, lunchtimes, and school trips. |
| Collaboration & Communication | Work closely with teachers, therapists, and other professionals to ensure a holistic approach to pupil support. |
| Communicate effectively with parents and carers, providing updates on pupil progress and well-being. |
| Contribute to multi-agency meetings and reviews where appropriate. |
| Professional Development & Contribution to School Life | Support the training, mentoring, or supervision of new staff or volunteers |
| Take part in ongoing CPD opportunities to develop expertise in SEN education. |
| Uphold safeguarding responsibilities and promote the values and ethos of the school. |

The duties and responsibilities may vary over time. Post holder is expected to undertake any other duties and responsibilities relevant to the nature of the role or comply with any reasonable request by SLT.

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| Person Specification | Essential  | Desired |
| HTLA status or equivalent qualifications/experience |[ ] [x]
| Experience of working with children or young people with SEN |[ ] [x]
| Strong skills in literacy, numeracy and ICT  |[x] [ ]
| Knowledge of a range of SEN strategies, interventions and support approaches |[ ] [x]
| Understanding of safeguarding and child protection in a SEN context |[ ] [x]
| Ability to build trusting, positive relationships with pupils, families and staff. |[x] [ ]
| Training in SEN approaches |[ ] [x]
| First Aid qualification |[ ] [x]
| Experience in contributing to IEPs, EHCP reviews or curriculum planning. |[ ] [x]

**Work Arrangements**

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| **Transport Requirements** | None |
| **Working Pattern** |  |
| **Work Location** | GUST Independent School |