

HURWORTH — SCHOOL —

POST TITLE:	Specialist Teaching Assistant
RESPONSIBLE TO:	SENCO and Headteacher
GRADE:	NJC Band 9 SCP 24 - 27
WEEKS:	39 working weeks, 47 paid weeks including holiday (Term time + 5 days)
PURPOSE OF POST:	To assist in promoting the learning and personal development of the student to whom you are assigned, to enable them to make best use of the educational opportunities available to them.

Main duties/responsibilities

Support the Student

1. Working with the class teacher on differentiation
2. Providing feedback and helping with assessments
3. Working 1:1 with named student, whilst providing high quality support and provision.
4. Supporting with not only academic needs but their social and emotional wellbeing too.
5. Helping with life skills lessons and pastoral needs.
6. Working with the lead teacher to help engage the student.
7. Guiding the student in their work and helping them to develop core learning skills.
8. Find strengths of and help them develop these areas.
9. Creating specific lessons plans based to accommodate the student.
10. Working closely with other staff to ensure the facilitation of learning.
11. Supporting the student to develop and improve their behaviour within the classroom.
12. Supporting to achieve the student's learning objectives for the day.
13. Creating a positive learning environment.
14. Monitoring the student's development and creating plans to help with progress.

15. Plan and support student with phased transition into school through relational practice and gradual exposure to the staff and setting.
16. Modelling and facilitating of positive relationships and friendships throughout the school day, including unstructured times.
17. Communication with parent to feedback on progress and to aid student readiness
18. Facilitate behaviour modification through effective, appropriate and evidenced practices.

Support the teacher by

1. Assisting teaching staff in the planning and delivery of work programmes for the student. These programmes may be delivered in a supervised or unsupervised capacity.
2. Supporting teaching staff in the carrying out of home visits and in the liaison with outside agencies.
3. Assisting the teaching staff in the smooth transition between educational phases.
4. Creating and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans.
5. Using strategies, in liaison with the teacher, to support the student to achieve learning goals and contribute to raising achievement.
6. Assisting with the planning of learning activities / lessons.
7. Monitoring the students' response to learning activities and accurately record achievement/progress as directed.
8. Providing detailed and regular feedback to the teacher on the students' achievement, progress, problems etc.
9. Promoting good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for their own behaviour.
10. Establishing constructive relationships with parents/carers.
11. Administering routine tests and undertake routine marking of students' work.

Support the school by

12. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
13. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

15. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: May 2025

**PERSON SPECIFICATION
SPECIALIST TEACHING ASSISTANT**

HURWORTH — SCHOOL —

Key

- AF** Application form including personal statement
S Selection Process including interview
R Employment References
C Certificates
D Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1.	NVQ Level 3 for Teaching Assistants or equivalent childcare related qualification	E	A, C
2.	Higher Level Teaching Assistant Status (HLTA) or equivalent qualification	E	A, C
3.	Maths and English GCSE (4-9 /C-A* grade)	E	A, C
	Experience & Knowledge		
4.	Recent work experience of working with students of relevant age in a teaching and learning environment	E	A, S
5.	One to one and small group work	E	A, S
6.	Experience of working with wide range of students including those with Education, Health Care Plans	E	A, S
7.	Understanding of principals of child development and learning processes	E	A, S
8.	Experience of intervention delivery and planning	E	A, S
9.	Experience of having supported students who have SEMH/ASD/ADHD or with neurodiversity	E	A, C
	Skills		
10.	Possess strong classroom/behaviour management skills	E	A, S, R
11.	Strong behaviour management and confident in challenging behaviour	E	A, S, R
12.	Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents/carers and other professionals regarding student development	E	A, S
13.	Ability and confidence to assist students with basic numeracy and literacy in line with learning strategies and national curriculum	E	A, S

	Criteria	Essential/ Desirable	Stage Identified
	Personal Attributes		
14.	Commitment to own professional development and willingness to undertake training	E	A, R
15.	Ability to reflect on and develop own practice	E	S, R
16.	Persistence and resilience	E	S, R
17.	Commitment to setting high expectations for students and for them self	E	S, R
18.	Commitment to safeguarding students	E	S, R, D
19.	Proven record of quality relationships with colleagues and children	E	S, R
20.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
21.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R
	Special Requirements		
22.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
23.	Suitability to work with children/young people	E	D
24.	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: June 2025