Purpose of the role

To help children access learning, build confidence and develop independence through skilled, caring support across the school. The post combines classroom support, individual and small group work, targeted interventions and additional or cover support in our new Inclusion Hub, which is due to open soon.

Our vision, "Love to learn and learn to love", puts relationships, respect and successful learning at the heart of school life. The Teaching Assistant will bring this vision to life through inclusive practice and high expectations for every child.

Working flexibly across school

This is a demanding and varied role. The balance of duties may change from day to day, and priorities may change at short notice. The postholder will work with the teacher or designated leader to clarify priorities, share relevant information and maintain continuity for pupils.

Supporting learning and inclusion

- Work under the direction of teachers to support learning in different classes, adapting explanations, resources and activities as agreed to meet pupils' needs.
- Provide individual and small group support for pupils with SEND, helping them participate in classroom learning and wider school life.
- Deliver planned interventions following agreed guidance; prepare resources, record participation and progress, and feed back to the responsible teacher.
- Use agreed strategies and relevant pupil plans, including EHCP outcomes where applicable, to support communication, learning, emotional regulation and sensory needs.
- Promote independence by judging when to encourage, prompt, model or step back, avoiding unnecessary reliance on adult support.
- Build trusting relationships and use consistent, positive approaches to behaviour, helping pupils feel safe, valued and ready to learn.

Inclusion Hub and wider support

- Provide additional or cover Teaching Assistant support in the Inclusion Hub when required, following agreed routines, individual plans and direction from the Inclusion Hub teacher.
- Help pupils move between classes, activities and the Hub with clear communication, reassurance and consistent support.
- Prepare and organise learning spaces, resources and visual supports so they are ready for use and meet pupils' needs.
- Support supervision, play, social interaction and participation in school activities as directed within the agreed working arrangements.
- Where required, support personal care or medical needs sensitively and with dignity, following individual plans, school procedures and appropriate training. Flag any training or support needed before undertaking unfamiliar duties.

Teamwork organisation and communication

- Work closely with teachers, Teaching Assistants and SEND colleagues, sharing information that helps pupils receive consistent support.

- Keep track of agreed tasks, intervention sessions and resources; communicate promptly when competing demands require priorities to be clarified.
- Provide clear, factual observations and timely records of learning, wellbeing and incidents, using the school's agreed systems.
- Communicate professionally with parents, carers and external professionals as agreed with the responsible teacher or leader.
- Use initiative within agreed boundaries, seek advice when needed and raise concerns about workload, provision or pupil safety promptly.

Safeguarding and professional responsibilities

- Promote pupils' welfare, follow the school's safeguarding and child protection procedures, and report concerns promptly through the agreed route.
- Maintain appropriate professional boundaries and protect confidential information, sharing it only through authorised channels.
- Follow school policies and agreed procedures, including those for behaviour, equality, health and safety, and handling personal information.
- Take part in relevant training, supervision, appraisal and professional development, and reflect on practice with colleagues.
- Carry out other reasonable duties consistent with the nature and grade of the post, with appropriate direction, training and support.

Safeguarding commitment

The Edward Richardson Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.