



**The Trafalgar  
School** AT DOWNTON

# Job Description

TEACHING ASSISTANT  
FIXED TERM UNTIL JULY 2026

***EDUCATION***



# Job Description



## Core Purpose

- To provide learning and care support for students with special educational needs (SEN)
- To work with the classroom teacher to plan and deliver activities
- Support students with routines, transitions and emotional regulation.

## Key Tasks:

- To build positive relationships with students
- To adapt communication style to respond to students according to their individual needs
- To work with the SENDCo and other staff members to ensure effective interventions in Teaching and Learning, leading to increased student progress
- To have a flexible approach to support needs and be able to change ways of working when requested
- To support quality first teaching in classrooms with a range of interventions
- To contribute to Team Around the Child meetings and Annual Reviews, when requested
- To deliver aspects of personal care to identified students, as directed by the SENDCo
- To undertake additional duties as directed
- To take responsibility for your own professional development and contribute to school wide activities
- To take full advantage of the school's induction programme
- To rigorously promote the welfare of young people in all respects and understand the issues surrounding the safeguarding of children and young people
- To seek, and then act upon, advice and guidance
- To engage in reflective self-analysis of professional practice
- To work in line with statutory safeguarding guidance (eg. Keeping children Safe in Education, Prevent) and our Safeguarding and Child Protection policies and procedures
- To promote and be committed to the school's aims and objectives
- To play an active part in the everyday life of the school.

## Other Specific Duties:

- To undertake additional duties as requested
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the Role Description.



# Person Specification



## Knowledge & Skills

### Essential:

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Mathematics
- Excellent verbal communication skills
- Ability to work independently as well as within a team
- Highly organised with meticulous attention to detail.

### Desirable:

- Experience of working/volunteering in an educational setting
- Experience of working with children/young people with special educational needs (SEN)
- Confident user of IT.

## Personal Attributes

- Has a very real interest in teaching and learning
- Has empathy, rapport and understanding of students of all abilities and backgrounds
- Understands the importance of safeguarding and is rigorous in promoting the welfare of young people
- Ability to work in partnership with and assisting class teachers
- Ability to work independently and as part of a team
- Ability to build effective working relationships with students and adults
- Knowledge of enabling students' learning by working in small groups or 1:1 as directed
- Is competent and confident in literacy and numeracy
- Has a sense of humour and demonstrates energy, courage and determination
- Resilient, positive, forward looking and enthusiastic about making a difference
- Works effectively with all staff, parents, carers, governors and others in our community
- Ability to establish excellent professional relationships with students
- Ability to use the School's 'Learning Expectations' Behaviour Policy assertively and effectively
- Is ambitious for themselves and the school
- A 'can do' attitude.

### Expectations:

- To work with the SENDCo and other staff members to ensure the effective learning and progress of SEND students.

