

JOB DESCRIPTION

Job Title:	Part time Learning Success Teaching Assistant
Reports To:	Head of Learning Success
Purpose of Job:	To provide support to a pupil with SEND, ensuring they can access the KS3/4 curriculum and make progress in a safe, inclusive, and supportive environment. To also provide educational opportunities, support and supervision for wider pupils in the Upper School
Responsible for:	Identified pupils as directed by the Head of Learning Success and the teaching staff with whom they work
Hours of Work:	Monday to Thursday mornings (total hours 14h 50m).

The role will be for a fixed term contract of twelve months, starting in September 2026.

Main Duties and Responsibilities

Individual Support

- With the guidance of the class teacher, deliver tailored assistance to the pupil, adapting activities to meet their individual targets as detailed within their Learning Success Plan (LSP).
- In collaboration with the class teacher, implement strategies recommended within their LSP and as stated by the Head of Learning Success and external professionals.
- Foster independence, confidence, and social interaction.

Classroom Assistance

- Support the class teacher in delivering differentiated lessons to meet the needs of the pupil with whom they are working with.
- Prepare and adapt resources, as directed, to help meet the needs of pupil.
- Encourage positive behaviour and engagement in learning.
- To take responsibility for the safeguarding, happiness and welfare of every pupil with whom they work.
- To prepare and clear away class resources, as directed.
- To foster independent learning and thinking skills in pupils.
- To be responsible for updating pupils' records and assessments, where appropriate.
- To help with boosters / interventions in conjunction with the Head of Learning Success.
- To ensure the classrooms and indoor and outdoor communal areas of the Senior School provide an invigorating environment for learning, with quality displays, celebrating pupils' progress and achievement.
- To supervise pupils during indoor and outdoor breaks, helping serve snacks.
- To administer first aid, if appropriate, or to escort pupils to the Medical Centre

General Responsibilities

- To attend and help with class assemblies in accordance with prepared rotas, as required.
- To attend staff meetings and liaise and co-operate with colleagues on whole School matters.
- To take a full and active part in the co-curricular programme including after School clubs, if required.
- To attend staff training days and other functions, which may fall outside normal School hours.
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- To cover for absent colleagues when required.
- To attend parents' information evenings and liaise with parents informally as appropriate whilst maintaining a positive dialogue with all pupils, staff and parents
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To ensure that you are familiar (with all School policies and the contents of the staff handbook.
- Ensure the safety and well-being of pupils and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Head of Learning Success/Deputy Head of Operations.

Person Specification – Learning Success Teaching Assistant

The person specification focuses on the range of criteria required to undertake the role effectively.

Criteria	Essential	Desirable
Education and Qualifications	Good level of general education including GCSE Maths and English at Grade C or above, or equivalent.	Level 2 or 3 Teaching Assistant qualification. Knowledge of strategies for supporting pupils with autism and ADHD. Knowledge and understanding KS3/4 Curriculum, ideally Maths and Science.
Knowledge and skills	Excellent communication and interpersonal skills. Patience, empathy, and a nurturing approach. Ability to adapt teaching strategies to individual needs. Able to foster good working relationships with all members of the School community (staff, pupils, parents/carers and representatives of other schools) either in person or on the phone. Ability to work collaboratively in a team.	
Experience	Experience of working with pupils with learning difficulties or SEND.	
Personal competencies and qualities	Enthusiastic and positive about learning and teaching.	

	Ability to communicate succinctly and effectively both orally and in writing, using appropriate language. Friendly and approachable with a can-do mind-set. Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations. High degree of personal motivation, initiative, energy, creativity and drive. Ability to build good relationships with parents and colleagues, including working collaboratively within a team and an ability to take direction. Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion.	
Other requirements	Commitment to promote and safeguard the welfare of pupils, young persons and vulnerable adults. Empathy with the ethos, values and aims of St Hugh's.	