ST HUGH'S
OXFORDSHIRE

# JOB DESCRIPTION

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| **Job Title:** | Part time Learning Success Teaching Assistant – *maternity cover for two terms initially from January 2027* |
| **Reports To:** | Head of Learning Success |
| **Purpose of Job:** | To provide support to a small group of children with SEND ensuring they can access the 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, Tuesday, Thursday and Friday all day, Wednesday morning. |

## Main Duties and Responsibilities

### Individual Support

- With the guidance of the class teacher, deliver tailored assistance to two pupils, adapting activities to meet their individual targets as detailed within their ECHP.
- In collaboration with the class teacher, implement strategies recommended within their EHCP 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 pupils with whom they are working with.
- Prepare and adapt resources, as directed, to help meet the needs of pupils.
- 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 children's 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 Upper School provide an invigorating environment for learning, with quality displays, celebrating pupils' progress and achievement.

- To supervise children during indoor and outdoor breaks, helping serve snacks.
- To administer first aid, if appropriate, or to escort children 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 children, 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 polices and the contents of the staff handbook.
- Ensure the safety and well-being of children 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 |
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| **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.<br><br>Knowledge of strategies for supporting children with autism, ADHD, speech and language needs.<br><br>Knowledge and understanding KS3/4 Curriculum. |
| **Knowledge and skills** | Excellent communication and interpersonal skills.<br><br>Patience, empathy, and a nurturing approach.<br><br>Ability to adapt teaching strategies to individual needs.<br><br>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.<br><br>Ability to work collaboratively in a team. | |
| **Experience** | Experience of working with children with learning difficulties or SEND. | |

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| **Personal competencies and qualities** | Enthusiastic and positive about learning and teaching.<br><br>Ability to communicate succinctly and effectively both orally and in writing, using appropriate language.<br><br>Friendly and approachable with a can-do mind-set.<br><br>Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations.<br><br>High degree of personal motivation, initiative, energy, creativity and drive.<br><br>Ability to build good relationships with parents and colleagues, including<br>working collaboratively within a team and an ability to take direction.<br><br>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 children, young persons and vulnerable adults.<br><br>Empathy with the ethos,<br>values and aims of St Hugh's. | |

**Created: November 2025**

**Reviewed: November 2026**