

Senior Teaching Assistant



Job Description

Post Title:	Senior Teaching Assistant
Responsible To:	Learning Support Team Leader
Grade:	Grade 8 Scale point 19 - 20 (£33,119 - £33,672 FTE pro rata)
Hours:	32.5 per week. 5 days a week, 08:25 to 15:40 (50 minutes for lunch)

Main Purpose:

Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise development and achievement.

Carry out specified work which could include the supervision of whole classes during the short term absence of teachers in unplanned/unforeseen circumstances.

Responsibilities:

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of SEN Support Plans/Student Profiles/EHCP Provision
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Deliver small group and 1:1 interventions
- Contribute both in writing and verbally to EHCP reviews / requests from external agencies
- As a Key Worker, provide pastoral support, developing and maintaining positive relations / communication between home and school
- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

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- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required.

Health and Safety, Safeguarding, GDPR

- To adhere to school policies at all times
- Ensure that risk assessments are carried out in line with the school Health and Safety policy
- Ensure that department staff are aware of Health and Safety issues including the need to report to the Site Manager all health and safety problems, accidents, and "near misses"
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety & Welfare
- To be accountable for promoting and safeguarding the welfare of students
- To ensure the role is undertaken within all aspects of GDPR good practice

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job role.

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of its students, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

October 2026

Responsibilities Statement

Leadership (Self and Team)
Delivering Training and Advice to others
Coaching staff in standard procedures
Contributing to teamworking
Supporting and guiding less experienced staff, if required, including overseeing colleagues undertaking associated or support duties
Challenge poor performance in others
Delivering Results
Developing and agreeing a course of action covering short and medium-terms.
Carrying out duties according to instruction and legal and procedural framework.
Assuring effective and appropriate service delivery
Initiating assessments and plans
Conducting standard and non-standard assessments to recommend the appropriate service
Exercising judgement in assessing risk to students or staff.
Gathering information to investigate and analyse need and to develop support/action plans.
Planning and adapting interventions and actions for assigned work, including disruptions to planned work.
Planning and delivering individual and/or group support / action plans.
Recording, monitoring and reviewing case information.
Take action to overcome immediate obstacles and barriers to success and if necessary try more than one approach to overcome a problem
Service Improvement
Meeting with students to review service delivery and resolve problems
Making recommendations for improvement
Cooperating with change.
Express ideas effectively and question the traditional way of doing things
Managing Resources
Contributing to work planning and resource allocation
Reporting comprehensive and accurate case and other information and observations to line management
Establishing and maintaining communication channels with other relevant programme and activity leaders and others, as required.
Working with internal and external colleagues – sharing and coordinating resources
Maintaining a record of relevant knowledge, experience, policies and resources
Gathering and collecting relevant data.
Keep track of expenditure and ensuring payments are signed off as necessary.
Customer and Community Focussed
Providing standard and non-standard interventions, such as advice, guidance and direct support to students.
Working directly with vulnerable students.
Working directly with students in areas of activity in accordance with policy, procedure and working practice
Supporting individuals and groups in making choices and in navigating their way through the system.
Liaising with external and internal partners on day to day issues.
Consult and seek to understand student's views and seek feedback on performance in order to improve the service
Qualifications, Knowledge, Experience and Expertise
NVQ level 4 or equivalent and/or experienced in the work area
GCSE grade 4 (or equivalent) in English and maths
Knowledge of service area, policies, procedures and how to apply them.
Working knowledge of relevant legislation.
Knowledge of health and safety and related procedures and policies and how they apply to the work area.
Practical experience in workplace with young people, to understand risk and safety hazards.

Knowledge of how to deal with emergencies and non-standard cases.
Ability to cope with significantly challenging behaviour and circumstances.
ICT competent with skills relevant to the workplace.
Qualification in autism