JOB DESCRIPTION

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JOB TITLE	Teaching Assistant Term Time Only	**SALARY**	Points 7-11
RESPONSIBLE TO	SENCO	**LOCATION**	**The Bicester School**
DIRECT REPORTS	N/A	**TEAM**	SEN
LAST REVIEWED	Sep 2026	**Signatures (employee and line manager)**	

JOB PURPOSE

- To enable every child to access learning in a mainstream setting
- To provide flexible, high quality support to the full range of students
- To provide all students with a safe environment in which to learn

Liaise with: Alternative Provision Manager, Subject teachers/ Subject and Year Leaders/ internal and external agencies / other members of the Pastoral team / Parents and Carers

MAIN DUTIES AND RESPONSIBILITIES

To ensure that every student can access learning within the School curriculum

Support for students:
• To support students to overcome barriers to learning so they are able to work independently in the company of other students and across the curriculum
• Supporting the achievement of targets set in Student Profiles
• To be the key worker for a number of specific students and to report to parents/carers on their progress and wellbeing as necessary
• To work in a range of settings to support students accessing learning within the school day, and beyond
• To advise colleagues of students specific needs and / or concerns
• To contribute to any referral for additional support for a student

Support for the teachers:
• To develop a mutually supportive relationship with the teaching staff to help students to gain access to the curriculum by differentiating instructions and resources
• To ensure support in lessons impacts on learning at all times
• To assist students to become better learners
• Maintaining records concerning the students receiving support and liaising with the other members of the Pastoral Team concerning progress
• Being involved in the regular monitoring and identification processes in accordance with the School's monitoring systems

Support for the curriculum:
• To support the delivery of the enhanced Curriculum offered by the School.
• To work in all areas of the Student Support Team with one or a group of students, with activities provided by the teacher / alternative provision manager or appropriate adviser
• To provide short-term cover supervision for whole classes as needed

Support for the school:
• To work as part of a flexible and supportive team to further the ethos of the School
• To undertake the relevant training to enhance personal development and use the knowledge to benefit the School and its students
• To attend regular Student Support Team meetings to develop and disseminate good practice
• To support the transport of students off-site either driving or supervising
• To undertake any tasks the Head teacher would deem as reasonable
• To have responsibility for safeguarding and promoting the welfare of children.
• To have due regard for issues of Health and Safety relating to staff, students and visitors.
Training and Staff Development
• All members of the School are expected to take part in training which leads to the development of their own skills and improved opportunities for students
• All members of the School have the opportunity to take part in all school – based INSET and to attend staff and department meetings if they wish to do so
• Some specific INSET is arranged for the whole team and all are expected to attend. Time off in lieu may be used to facilitate this
• All members of the School are expected to be aware of issues concerning Special Educational Needs and to undertake appropriate courses as necessary. Time is provided to support this
• All members of the School will be trained in Safeguarding of Children and Young People

Notes: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition. This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

GROUP/ EMPLOYEE RESPONSIBILITIES
• To always work and act in accordance with the Trust's Vision, Values and Strategic Plan. • To demonstrate professional behaviours and attributes at all times. • To ensure that activities under your control are carried out in accordance with the Trust's safeguarding, health and safety, and other relevant policies and procedures. • To safeguard the welfare of children, young people and other vulnerable individuals with whom you come into contact, contributing to a learning environment where students feel safe, supported and where British values are promoted. • To take reasonable care for your own health and safety and that of colleagues, visitors and others who may be affected by your actions. • To work flexibly and undertake other duties as reasonably requested, consistent with the nature of the role.

Specification	Essential	Desirable
Qualifications & Experience	• Good basic education to GCSE Level • Sound Literacy and Numeracy skills • Work with children or young people • Experience of working as part of a team	• Evidence of further personal and professional development
Technical Competencies/Knowledge/Skills	• ICT skills – Microsoft Office and the Internet • Good organisational skills • Effective interpersonal skills • Ability to promote the enjoyment, engagement and success of students in the target audience	• Understanding of the Secondary School curriculum • The ways in which children and young people develop • Willingness to utilise the possibilities of ICT in the development of the post

Behavioural Skills/Personal Attributes	• Flexibility in terms of hours • Ability to use own initiative • Ability to work independently and to play a role within the team • Ability to prioritise work and meet challenging deadlines • Ability to form positive, professional relationships with colleagues and young people • Open to change • Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues • Ability to employ tact and diplomacy when dealing with sensitive situations • Ability to analyse and review objectively • Commitment, enthusiasm and energy • Commitment to own personal and professional development	

ACTIVATE LEARNING

ATTRIBUTES

PROFESSIONAL

Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.

CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution that people from a wide range of backgrounds and experiences bring to the life and development of the Trust. We are committed to providing an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination in accordance with the Equality Act 2010. This includes, but is not limited to, age, disability, sex, gender reassignment, pregnancy and maternity, ethnicity, religion or belief, sexual orientation, marriage and civil partnership.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is a responsibility for all staff and applies at all times. Safer recruitment checks will be undertaken in accordance with statutory guidance.

April 2026.