



JOB DESCRIPTION

Downside School

Post Title: Teaching Assistant

Department: Learning Support

Location: Downside School, Stratton on the Fosse

Reports to: Head of Learning Support

Date of Issue: December 2025

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

The role involves working as part of the Learning Support Team within Downside School, a co-educational school for pupils from ages 11 – 18.

Duties and Responsibilities

- Provide tailored 1:1 support to pupils with a range of additional/special educational needs (SEN) under the direction of the Head of Learning Support;
- Create a welcoming and inclusive learning support area atmosphere that encourages active pupil participation;
- Implement and uphold effective behaviour management strategies to ensure a productive learning environment;
- Lead focused intervention sessions under the direction of the Learning Support Team.
- Work in partnership with the Learning Support Team, teachers, House staff, and other staff to support overall pupil development;
- Assist with maintaining pupil records and preparing educational resources/materials;
- Support pupils within lessons to participate and engage in the lesson and assist the teacher as required;
- Previous experience of working with children with SEMH needs or as a 1:1 support worker is desirable but not essential.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Observe health and safety procedures and work safely at all times.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of the School.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>This are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	Relevant educational or childcare qualifications (preferably a Level 2 Teaching Assistant qualification or higher). Minimum of 1 year experience working with secondary school-aged children in an educational setting.		Application
Knowledge & Skills	Knowledge of the secondary school curriculum and effective teaching methods. Strong commitment to fostering a positive and supportive learning environment. Proficient behaviour management skills and adaptability to different classroom settings.	Specialism in teaching English and/or Mathematics. Committed to high standards of attainment and behaviour.	Application/ Interview
Experience	Ability to engage and motivate pupils across a range of abilities and needs.	Understands how individual children learn to ensure rapid progress.	Interview
Personal competencies and qualities	Excellent communication and interpersonal skills.	Works effectively as part of a skilled team. Supportive of the Catholic ethos of the school.	Application/ Interview

Received by (print name): _____

Signature: _____ **Date:** _____