



North Ridge High Specialist Support School

## Job Description: Teaching Assistant SEN Level 1

### Job Details

**Contract type:** Full Time – Permanent, Term Time Only

**Salary:** TA 1 Grade 3

**Reporting to:** Head Teacher of North Ridge High Specialist Support School

**Application closing date:** Friday 23<sup>rd</sup> January (noon)

**Start Date:** As soon as possible

***Note: Applicants from mainstream settings are also welcome to apply***

### What we are looking for:

The Governors seek to appoint a dynamic, hard working individual that is able to support pupils with special educational needs to be able to "do their best". The successful applicant will benefit from working in a school with a positive, caring, ethos where team work is important. They will have access to a supportive staff development and training programme.

### What will this look like for you?

At North Ridge, our pupils are truly one-of-a-kind. Each pupil brings their own unique blend of strengths, challenges, and personality. Our pupils have a wide range of learning and associated special educational needs. It's this diversity that makes our school such a vibrant and special place.

As a Teaching Assistant at North Ridge, you'll be an essential part of a close-knit class group working with around 10–12 pupils. You'll support them across all lessons and daily activities. You will support them not just academically, but in helping them grow in confidence, independence, and social skills tailored to their individual needs.

Your role will be at the heart of their journey. You'll help shape their future, preparing them for life beyond school so they can thrive, contribute, and lead happy, fulfilled lives within their communities.

**Join us—and be the difference that helps every child shine.**

The Governors of the school are committed to safeguarding pupils in the school and this post will require an enhanced DBS clearance.

Please telephone or email for further details and an application pack. Prospective candidates are welcome to visit the school.



## **Main Purpose of Post**

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by senior staff.

### **Support for pupils**

- To work with small groups of children under the supervision of the teacher including the implementation of ILPs
- Give regular feedback on children's progress to the class teacher and file records
- Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
- Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- To assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary.
- To carry out escort duties as appropriate whenever required.
- To assist pupils in the hydrotherapy pool (where applicable), lift, dress, and provide support to the pupils with the activities in the pool.

### **Support for Teachers**

- To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
- To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with pupils, so that their advice and practice are integrated in to ILPs.
- Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
- Prepare the classroom for lessons, including display work under the direction of the teacher
- Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher)
- Support the teacher in managing pupil behavior, reporting difficulties as appropriate
- Gather and report information between parents and carers as directed



## **Support for the Curriculum**

- To provide support in all areas of the curriculum and on social occasions for pupils who have been identified as having medical conditions which disable their full independent access to mainstream school life.
- Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

## **Support for the School**

- Be aware of and comply with child protection procedures, code of conduct, health, safety & security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Maintain high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend relevant meetings.
- Participate in training, including relevant learning strategies and other learning activities and performance management where required.
- Be solution focused and work well as a team

## **Review and Amendment**

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Headteacher but only after full consultation between them.

## **How to apply**



Please complete the application form and a supporting letter stating how you can meet the requirements of the role above and email to [HR@northridge.manchester.sch.uk](mailto:HR@northridge.manchester.sch.uk). Prospective candidates are welcome to visit the school.

The Governors of the school are committed to safeguarding pupils in the school and this post will require an enhanced DBS clearance.