



Job Title: Teaching Assistant

Contract Type: Full-time, Term-time only

Salary: H2 /H3

About Us






We are a nurturing and inclusive Learning Difficulties primary special school located in the heart of Letchworth, dedicated to supporting children with a range of special educational needs, where we all live, laugh and learn together. Our team is passionate about creating a safe, engaging, and supportive environment where every child can thrive and achieve their full potential. No two days are ever the same!

The Role






We are seeking a compassionate and proactive Teaching Assistant to join our dedicated team. Working under the guidance of a class teacher and alongside other support staff, you will support pupils in both group and one-to-one settings, helping to deliver a tailored curriculum that meets their individual needs.

Key Responsibilities

Support for Pupils



-  Work with pupils on specific tasks in small groups or individually.
-  Ensure pupils have the necessary personal equipment and inform the teacher of any needs.
-  Follow Behaviour Support Plans and report significant behavioural changes.
-  Maintain accurate records of pupil progress and achievements.
-  Carry out medical procedures, full training given, and intimate care as necessary.

Support for the Teacher



-  Assist in achieving the aims and objectives of the school.
-  Prepare and maintain classroom materials and equipment.
-  Supervise pupils during class activities, break times, and lunch.
-  Assist with regular class trips off site.
-  Support with administrative tasks such as photocopying and display preparation.

Support for the Curriculum












-  Use ICT and other tools to enhance learning.

-  Assist with curriculum-related events such as Swimming, Sports Day and multicultural celebrations.
-  Support the implementation of school and government initiatives.

Support for the School



-  Help maintain a clean, safe, and caring learning environment.
-  Contribute to a positive school ethos and effective pupil management.

What We're Looking For

-  Experience or interest in working with children with special educational needs.
-  Experience or knowledge of Early Years curriculum.
-  An understanding of the therapeutic approach to behaviour management.
-  Basic understanding of specialist communication strategies.
-  A team player with a positive attitude and a willingness to learn.
-  Ability to follow school policies and procedures with confidence.
-  Ability to follow safeguarding and health and safety procedures.
-  Ability to undertake the physical aspects of the role.
-  Ability to use IT for everyday tasks.
-  Motivated to develop and expand subject knowledge and own practice.
-  Ability to behave professionally and adhere to the school's policies.

What We Offer

A supportive and friendly team environment.

-  Opportunities for professional development and training.
-  A role where you can make a real difference in children's lives.