

Heath Farm College

Teaching Assistant

Reports To: Deputy Headteacher / Headteacher

Job Purpose

To work under the direction of the Class Teacher, Curriculum Lead, and Senior Leadership Team to support students aged 14-19 with Social, Emotional and Mental Health (SEMH) needs in accessing learning, achieving their personalised outcomes, and developing their emotional wellbeing, independence, and life skills.

The Teaching Assistant will provide both academic and pastoral support to students across a range of curriculum subjects, working with individuals, small groups, and whole classes. The role requires a commitment to trauma-informed practice, safeguarding, positive behaviour support, and promoting the wellbeing and progress of all students in line with their Education, Health and Care Plans (EHCPs), clinical recommendations, and individual needs.

The postholder will contribute to creating a safe, inclusive, nurturing, and engaging learning environment where students feel valued, supported, and able to succeed.

Key Responsibilities

Student Learning and Academic Support

- Support students in accessing learning across a variety of curriculum subjects and vocational pathways.
- Work closely with teachers to deliver high-quality learning experiences that meet individual student needs.
- Provide tailored support to students on a one-to-one basis, within small groups, and during whole-class activities.
- Adapt strategies and resources to support students with SEMH needs, communication difficulties, learning needs, and sensory differences.
- Encourage student engagement, participation, independence, resilience, and self-regulation.
- Support students to achieve their personalised learning goals and EHCP outcomes.
- Reinforce learning objectives set by teaching staff and provide feedback on student progress.
- Assist students during educational visits, enrichment activities, community learning opportunities, and work-related learning experiences where required.

Behaviour, Wellbeing and Pastoral Support

- Build positive, professional relationships with students based on trust, consistency, and respect.

- Promote emotional wellbeing, positive behaviour, attendance, and engagement in learning.
- Use trauma-informed and relational approaches to support students in managing emotions, behaviours, and challenges.
- Implement individual behaviour support plans and risk management strategies consistently.
- Support students during periods of dysregulation using agreed de-escalation and intervention strategies.
- Act as a positive role model, encouraging students to develop confidence, self-esteem, independence, and social skills.
- Contribute to the delivery of reward and recognition systems that celebrate student success and achievement.
- Track and monitor student reward points and contribute to reward activities and celebrations.

Monitoring, Assessment and Record Keeping

- Maintain accurate, timely, and professional records relating to student progress, attendance, behaviour, wellbeing, and learning.
- Record behaviour incidents, concerns, positive behaviours, and achievements using the college's reporting systems.
- Log safeguarding concerns, welfare incidents, disclosures, and significant events in line with safeguarding procedures.
- Collect and maintain evidence relating to students' personalised learning goals, intervention outcomes, and EHCP targets.
- Support teachers in tracking student progress and analysing data to inform future planning.
- Contribute to student reviews, reports, and documentation as required.
- Ensure records are factual, accurate, confidential, and completed within required timescales.

Partnership Working

- Develop and maintain positive relationships with parents, carers, and families.
- Communicate professionally with families regarding student progress, achievements, attendance, wellbeing, and pastoral matters as directed.
- Liaise effectively with external professionals including social workers, therapists, clinicians, youth workers, local authority representatives, and other agencies supporting students.
- Attend Annual Reviews, professional meetings, multi-agency meetings, and case discussions as required.
- Contribute relevant information and evidence to support student outcomes and future planning.

EHCP and Clinical Support

- Support the implementation of EHCP provisions and outcomes within daily practice.
- Follow advice and guidance from therapists, clinicians, educational psychologists, and other professionals.
- Ensure that individual student needs are supported appropriately through classroom strategies, interventions, and reasonable adjustments.
- Contribute to the delivery of personalised programmes that promote academic progress, wellbeing, independence, and preparation for adulthood.
- Monitor and report on student progress against agreed targets and support plans.

Safeguarding Responsibilities

- Maintain safeguarding and promoting the welfare of children and young people as a priority at all times.
- Be familiar with and follow all safeguarding, child protection, Prevent, online safety, and statutory guidance procedures.
- Immediately report concerns regarding the safety, welfare, or wellbeing of a student to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Record safeguarding concerns accurately, factually, and within required timescales using the college's safeguarding systems.
- Maintain professional boundaries and act in accordance with the staff code of conduct.
- Contribute to creating a culture in which students feel safe, respected, heard, and supported.
- Attend safeguarding training and maintain an up-to-date understanding of safeguarding responsibilities.

Professional Responsibilities

- Contribute positively to the ethos, values, and vision of Heath Farm College.
- Participate in staff meetings, training, supervision sessions, and professional development opportunities.
- Work collaboratively with colleagues to ensure high standards of teaching, learning, welfare, and behaviour support.
- Maintain confidentiality and comply with GDPR, safeguarding, and professional standards at all times.
- Undertake any other reasonable duties commensurate with the grade and responsibilities of the post.

Person Specification

The successful candidate will:

- Be passionate about supporting young people with SEMH needs.
- Have excellent communication and relationship-building skills.

- Demonstrate patience, resilience, empathy, and emotional intelligence.
- Be able to work effectively as part of a multidisciplinary team.
- Have strong organisational and record-keeping skills.
- Be committed to safeguarding and promoting the welfare of young people.
- Be able to motivate and inspire students to achieve both academically and personally.
- Have experience of, or willingness to learn, trauma-informed approaches, positive behaviour support, and SEMH practice.

Safeguarding Statement

Heath Farm College is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to enhanced DBS checks, social media screening, online searches, and satisfactory references in line with Keeping Children Safe in Education (KCSIE) guidance.