

High Grange

Job Description

Job Title: *English Specialist Teaching Assistant*

Reports to: *Senior Leadership Team, Individual Line Manager*

Type of Position: *Full Time (37.5 hours a week)*

Job Purpose

High Grange School is seeking a proactive Teaching Assistant who is ready to transition from their current duties to work full-time within the English department, alongside the school's English Lead. While this remains a Teaching Assistant role, the day-to-day responsibilities will shift to support the delivery of the English curriculum. The successful candidate will be embedded within the department and contribute to the outstanding delivery of English lessons, based in Post 14/16 education.

The ideal candidate will support the English Lead with the day-to-day operations of the department, which includes lesson planning, resource preparation, and assisting with teaching. A key responsibility will be maintaining a strong focus on safeguarding and promoting a safe learning environment. Strong organisational skills and the ability to work effectively within a team are essential for this role. We are looking for proactive, dynamic, and organised individuals to apply.

This position is suited to applicants with formal qualifications in English or those seeking a new challenge within their current role. Successful applicants will be required to complete their Level 3 Teaching Assistant Qualification (if not already held) and may be required to undertake additional job-specific qualifications, such as safeguarding training or other subject-related courses.

The successful candidate will also be expected to support pupils' learning in alignment with the school's policies and procedures, as outlined in the current Teaching Assistant job specification. All pupils have a diagnosis of high-functioning ASC, with possible additional diagnoses including PDA, ADHD, and mental health barriers. Familiarity with safeguarding policies and procedures, in line with Keeping Children Safe in Education 2025, is essential.

This is an exciting opportunity for the successful candidate to join a creative and innovative department at High Grange School. The ideal applicant will be confident, passionate about reading and discussing books, and committed to contributing to the development of the curriculum, keeping it aligned with current educational research and practices.

The successful candidate will play a key role in promoting excellent standards of pupil learning, achievement, progress, attainment, and behaviour by collaborating effectively with the English subject lead.

Main Duties & Responsibilities

- To support the everyday running of the English department.
- To maintain a tidy and resourceful learning environment conducive to exceptional learning in English.
- To have a strong understanding of grammar and written communication, ensuring that students receive effective support in developing these skills.
- Demonstrate good use of standard English at all times when interacting with students and colleagues.
- Assist with the preparation and organisation of resources for English lessons.
- Be familiar with the intent, implementation, and impact of the English curriculum at High Grange School.
- Support the English teacher in the ordering and management of teaching materials and resources.
- Assist in the production and/or updating of English-related displays, ensuring they are engaging and relevant.
- Provide academic support to students during lesson time, helping them develop their literacy, grammar, and writing skills as required.
- Carry out regular checks on resources used in English lessons, ensuring they meet safety standards and are well-maintained.
- Undertake any necessary training related to English language teaching, including safeguarding and literacy development.
- Engage with relevant Continuing Professional Development (CPD) as applicable to the role.
- Perform a range of administration duties, including the upkeep of books, assisting with marking and written work.
- Provide cover for any absence of the English teacher (for up to two consecutive days), ensuring that lessons continue smoothly.
- Complete the Level 3 Teaching Assistant Qualification (if not already held).
- Be committed to the school's ACE ethos and actively engage in this through your own standards.
- Stay up to date with, and remain knowledgeable of, the National Curriculum requirements for English, including grammar, reading, and writing.
- Be actively engaged in CPD and contribute to the school's process of self-evaluation and development.
- Help differentiate resources and materials to ensure all pupils, regardless of ability, can access and engage with English lessons effectively.
- Follow and implement the school's empowering resilience through ACE policy.
- Encourage students to develop their creativity, independence, and responsibility in their learning and progress.
- Be committed to the school's systems for targeting and monitoring pupil progress in English.

Person Specification

Qualification & Experience

- Level 3 Teaching Assistant Qualification.
- GCSEs at Grade C or above in English/Maths/Science.
- Experience working with children and young people, particularly those with Autism Spectrum Condition (ASC) and associated difficulties.
- Experience of working in an English department or literacy-based environment.
- Willingness to undertake Continuing Professional Development (CPD).
- Previous experience working in partnership with parents to support students' learning.
- Emergency First Aid.
- A passion for English and a desire to support students in developing their literacy and written communication skills.

Knowledge and Skills

- Experience of working with children with Special Educational Needs (SEN), particularly those with high-functioning Autism.
- A solid understanding of the English Curriculum and National Literacy Strategy.
- Experience working with pupils from Early Years Foundation Stage (EYFS) to Key Stage 5.
- A good understanding of the importance of grammar and written communication.
- Ability to adapt teaching methods to support a range of abilities and learning styles.
- Effective communication skills, both written and oral.
- Ability to form strong relationships with students and staff.
- Experience in using and maintaining digital tools to support English learning (e.g., educational software, online platforms).
- Experience working with children who have challenging behaviour.
- Understanding of statutory safeguarding and health & safety requirements in an educational setting.
- Team-teach intermediate qualification (or willingness to train).
- Excellent organisational skills and ability to manage multiple tasks effectively.
- Ability to prioritise tasks effectively and be flexible in approach to meet pupils' needs.

Personal Qualities

- Committed to making a positive impact on students' learning and development.
- A genuine love for English.
- Enthusiasm for Continuing Professional Development (CPD).
- Reliable, dynamic, and adaptable in supporting the needs of students.
- Supportive and collaborative with colleagues.
- Exceptional attendance and punctuality.
- Good sense of humour and ability to remain calm under pressure.
- Ability to think creatively and outside of the box to support the diverse needs of students, particularly those with Autism.
- Proactive in the working environment and always looking for ways to improve learning experiences.
- Self-confident and resilient in the face of challenges.
- Ability to develop positive, and productive relationships with students and parents.
- Patience, perseverance, and persistence in supporting student progress.
- Ability to encourage and empower students to achieve their full potential.