

High Grange

Job Description

Job Title: *Science Specialist Teaching Assistant* (Maternity Cover 12 months with an option to remain as Teaching Assistant after 12months)

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 Science department, alongside the school's Science Lead. While this remains a Teaching Assistant role, the day-to-day responsibilities will migrate to support the delivery of the Science curriculum. The successful candidate will be embedded within the department and contribute to the outstanding delivery of Science lessons, particularly in Post 14/16 education.

The ideal candidate will support the Science 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 Science 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 the Science and the natural world, and committed to contributing to the development of the Science 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 Science subject lead.

Main Duties & Responsibilities

- To support the everyday running of the Science department.
- Maintain a tidy, organised, and resourceful learning environment conducive to exceptional learning in Science.
- Ensure a strong understanding of scientific principles and concepts, offering effective support to students in developing their skills in areas akin to biology, chemistry, physics, and environmental science.
- Demonstrate good use of scientific terminology and clear communication when interacting with students and colleagues.

- Assist with the preparation and organisation of resources for Science lessons, including laboratory equipment, materials, and visual aids.
- Be familiar with the intent, implementation, and impact of the Science curriculum at High Grange School.
- Support the Science teacher in the ordering and management of teaching materials and resources, ensuring they meet health and safety standards.
- Assist in the production and/or updating of Science-related displays, ensuring they are engaging, accurate, and relevant to the current topics being taught.
- Provide academic support to students during lesson time, helping them develop their understanding of scientific concepts and practical skills.
- Carry out regular checks on scientific resources used in lessons, ensuring they are well-maintained and meet safety standards for use in experiments.
- Undertake any necessary training related to Science teaching, including laboratory safety, scientific methodology, and safeguarding.
- Engage with relevant Continuing Professional Development (CPD) as applicable to the role, keeping up with new developments in Science education and pedagogy.
- Perform a range of administration duties, including the upkeep of exercise books, assisting with marking work, and recording student progress.
- Provide cover for any absence of the Science teacher (for up to two consecutive days), ensuring that lessons continue smoothly and safely in the laboratory.
- 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, focusing on promoting resilience and a growth mindset in students.
- Stay up to date with, and remain knowledgeable of, the National Curriculum requirements for Science, ensuring lessons align with key scientific concepts and skills in biology, chemistry, and physics.
- Be actively engaged in CPD and contribute to the school's process of self-evaluation and development in the context of Science teaching.
- Help differentiate resources and materials to ensure all students, regardless of ability, can access and engage with Science lessons effectively.
- Follow and implement the school's empowering resilience through ACE policy, fostering curiosity, problem-solving, and teamwork in scientific learning.
- Encourage students to develop their creativity, independence, and responsibility in their learning and progress in the sciences.
- Be committed to the school's systems for targeting and monitoring pupil progress in Science, ensuring that students make measurable gains in their scientific understanding.

Person Specification

Qualification & Experience

- Level 3 Teaching Assistant Qualification.
- GCSEs at Grade B/equivalent or above in Science and Grade C/equivalent and above for English & Maths.
- Experience working with children and young people, particularly those with Autism Spectrum Condition (ASC) and associated difficulties.
- Experience of working in a Science department or science-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 Science and a desire to support students in developing their understanding of scientific concepts and practical 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 Science Curriculum, including biology, chemistry, and physics.
- Experience working with pupils from Early Years Foundation Stage (EYFS) to Key Stage 5.
- A good understanding of scientific principles and practical applications in the classroom.
- Ability to adapt teaching methods to support a range of abilities and learning styles in scientific subjects.
- 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 Science learning.
- Experience working with children who have challenging behaviour.
- Understanding of basic safeguarding and health & safety requirements in a laboratory and educational setting.
- Team-teach intermediate qualification.
- 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 in Science.
- A genuine love for Science and curiosity about the natural world.
- Enthusiasm for Continuing Professional Development (CPD).
- Reliable, dynamic, and adaptable in supporting the needs of students.
- Supportive and collaborative with colleagues, particularly in practical, hands-on Science teaching.
- Exceptional attendance and punctuality.
- Good sense of humour and ability to remain calm under pressure, especially during practical science experiments.
- Ability to think creatively and outside 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 in the Science curriculum.
- Self-confident and resilient in the face of challenges.
- Ability to develop positive, productive relationships with students and parents.
- Patience, perseverance, and persistence in supporting student progress in Science.
- Ability to encourage and empower students to achieve their full potential in scientific learning.