

Job Title	Teaching Assistant (TA)
Reports to	Head of Personalised Learning
Working Hours	20 hours per week (term time only) to be flexible to the needs of the pupils and agreed with the successful candidate.
Holiday Entitlement	This is a term time only role.
Location	Repton School
Benefits	Company Pension Scheme Complimentary Sports Centre Membership Generous Holiday Allowance Company Sick Pay Scheme Cycle to Work Scheme Employee Benefits Scheme
Role Overview	
The primary focus of this role is to provide high-quality academic support to pupils with additional learning needs, ensuring they achieve their full potential. The successful candidate will also engage in continuous professional development, maintaining and enhancing their subject knowledge, and reflecting critically and analytically on both classroom practice and broader school-wide initiatives. This is a pupil-facing position, in which the postholder will work closely with the SENCO to deliver tailored support for pupils with SEND. Responsibilities will include mentoring, reviewing and updating Personalised Learning Plans in collaboration with pupils, and proactively addressing the needs of those with a SEND designation or an Education, Health and Care Plan. The role requires a committed and adaptable professional who can contribute to fostering an inclusive learning environment and supporting every pupil to thrive. The role may also require some communication with parents and this will be done in consultation with the Head of Personalised Learning. This role is on a fixed term contract as the provision of TA Support in the school is a function of the varying needs of the pupils.	
Person Specification	
Essential Criteria: • English and Maths at GCSE. • Experience of working within a SEND department (or equivalent). • Ability to create and maintain strong, supportive relationships with pupils, staff and pupils and the community • Strong communication, organisational and interpersonal skills • Skills to implement an Education, Health and Care Plan. • To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of our pupils • Support the Head of PL with developing and implementing Personalised Learning Plans (PLPs) • Organise and manage sessions with groups of pupils • Monitor and assess individuals and groups of pupils • Willingness to provide formal feedback and reports as required on pupil achievement and progress. • Willingness to support the Head of PL with maintaining pupil SEND records. • To support the Head of PL in the identification of SEND students and help implement, assess and plan the review cycle. • To take minutes of meetings where necessary. • To contribute to lesson cover in the PL Department. Desirable Criteria: • Qualified TA status. • Experience with specific SEND conditions (e.g., autism, dyslexia).	

- Knowledge of EHCP processes and statutory requirements.
- First Aid qualification.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found here:

[Safeguarding Children and Child Protection Policy-2535.pdf](#)