



**Job Title:** Teaching Assistant

**Location:** Earley Springs School, Harrietsham

**Contract Type:** Full-time, Term Time Only

**Job Purpose:**

Earley Springs is an alternative provision for children aged 5-13 with communication and interaction difficulties. We are seeking a committed Teaching Assistant to work collaboratively with teachers to deliver well-planned, sequenced, and EHCP-aligned learning experiences. The role involves supporting the unique needs of students across our three pathways: Explorers, Discoverers, and Investigators, ensuring that learning is tailored to individual abilities and developmental stages.

**Principal Duties and Responsibilities:**

- Implement Individual Education Plans (IEPs) and Educational Health Care Plans (EHCPs), ensuring that all learning experiences are personalised and aligned to meet each student's specific needs and targets.
- Assist in delivering high-quality, differentiated learning experiences that align with the National Curriculum, EYFS, Development Matters, P Levels, SCERTS, and the Engagement Model.
- Provide targeted support in areas such as literacy, numeracy, communication, and personal development.
- Assist with personal care tasks, including toileting, feeding, dressing, and changing, ensuring dignity, privacy, and respect for each child at all times.
- Support students with specific medical procedures.
- Promote independence and life skills development through structured, real-world learning experiences.
- Accompany teachers on educational visits, trips, and physical activities, including swimming, the farm, and off-site learning.
- Support therapists in carrying out therapy programmes as directed by the class teacher.
- Maintain classroom resources and assist with the preparation and organisation of learning materials.
- Supervise pupils during break and lunch periods, maintaining a safe and supportive environment.
- Implement the school's behaviour policy, ensuring consistency in behaviour management.
- Work collaboratively with teachers, therapists, and other professionals to provide targeted support to students, aligning learning experiences with EHCPs and individualised learning goals.

- Maintain accurate records of student progress, behaviour, and development, reporting to the class teacher and other relevant staff.
- Participate in staff and department meetings as required.
- Maintain open communication with parents, carers, and external professionals, documenting all relevant information appropriately.
- Participate in performance management, training, and CPD opportunities, including mandatory safeguarding training.

### **General Duties/Responsibilities for All School Staff:**

- Safeguarding and promoting the welfare of children is the responsibility of all staff at Earley Springs.
- Ensure that all actions are child-centred, adhering to the school's safeguarding policies and procedures.
- Carry out school policy as directed by the Headteacher and Senior Leadership Team.
- Present the school positively in the community.
- Respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
- Work in a responsible and safe manner, adhering to Health and Safety procedures.
- Assist in providing a high-quality educational experience for all children.

### **Essential Requirements:**

- Experience working with children.
- Understanding of child-centred approaches and ability to implement tailored learning plans.
- Ability to work flexibly and adapt to the changing needs of students and the school environment.
- Strong communication skills and the ability to work effectively as part of a multidisciplinary team.
- Commitment to safeguarding and promoting the welfare of all students.

### **Desirable:**

- Experience in a special school setting, particularly those with communication and interaction difficulties.
- Qualifications or training in SEN, including Makaton, PECS, or SCERTS.
- First aid training or willingness to undertake training.

### **Benefits:**

- Competitive salary based on experience and qualifications, starting at KR3 (£21,293 FTE).
- Ongoing professional development and training opportunities.
- Supportive and inclusive working environment.

### **Appointment Procedure:**

Candidates invited for an interview will be provided with an opportunity to meet our Headteacher.

Appointment to the post will be based on the following checks:

- Enhanced DBS certificate

- Medical clearance
- 2 x satisfactory references

How to Apply:

Interested candidates should submit a completed application form and covering letter to [admin@earleyspringsschool.com](mailto:admin@earleyspringsschool.com). Please outline your experience and your commitment to supporting diverse learning pathways.

Earley Springs is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to a satisfactory Enhanced DBS check and professional references.