



WonderStar

INDEPENDENT SCHOOL

JOB DESCRIPTION / PERSON SPECIFICATION

Job title: Teaching Assistant (with Speech and Language responsibilities)

Responsible to: Head of School

Role commencement date: Tuesday 1st September 2026

Starting salary: £21,500/year (negotiable depending on experience / qualifications)

Days/hours of work: Monday – Friday, term-time only (8.00am – 4.00pm including a 30-minute unpaid break).

JOB PURPOSE:

Under the direction of the SENCO, to be the TA for the planning, delivery and monitoring speech and language across school and develop support for children who may need some intervention. Including:

- Delivering intervention sessions to key pupils.
- Delivery of intensive teaching programmes over a time- limited period for pupils with speech, language and communication needs (SLCN) and/or social communication needs
- Developing resources to support pupils with SLCN
- Providing general teaching assistant support for teachers.

SUMMARY OF TASKS / DUTIES:

- providing direct support to pupils, both individually and in small groups, to address speech and language needs;
- planning and delivering speech and language sessions to enhance spoken language skills;
- implement specific interventions tailored to pupils with speech, language, and communication needs (SLCN) and social communication needs;
- supporting pupils across the curriculum on an individual and group basis;
- monitoring and supporting specific pupils;
- to work with teaching staff to support session planning, evaluating and adjusting lessons/work plans as appropriate;

- liaising with the teacher in relation to specific pupils' problems or progress;
- monitoring how individual pupils respond to various situations and topics;
- assisting with other tasks, as appropriate, after discussion with the teacher;
- assisting with the maintenance of the pupils' progress records, and participating in review meetings as required;
- keeping staff informed of any relevant pupil information;
- to develop and implement learning opportunities through external providers and local community;
- to work in partnership with management to implement agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs;
- assisting in updating and implementing Risk Assessments, ISP's, BSP's and IEP's, if/when applicable.
- support other staff / contributing to the supervision of pupils at either break or lunchtime.

PERSON SPECIFICATION:

Role Requirements	
Wonder Star School Ethos	<ul style="list-style-type: none"> • Commitment and ability to make a significant contribution to the School ethos of maximising the enjoyment of learning and achievement for all pupils. • The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential. • Ability to secure high standards of behaviour by motivating, encouraging and engaging pupils. • Ability to ensure that the atmosphere is welcoming. • Ability to support the vision for a high-quality learning environment which promotes spiritual, moral, social and cultural development. • Commitment to valuing the individuality of all our young people by giving them every opportunity to achieve the highest of standards.
Qualification / Experience:	<ul style="list-style-type: none"> • Meet the National Standards for TAs or equivalent qualification • Excellent numeracy and literacy skills (at least NVQ 2 Qualification); • Working with individual children with SEND in a mainstream school in a variety of settings and Key Stages. • Working with children with spoken language difficulties and ASD. • Recording of pupils' progress against individual targets at SEN Support/EHCP. • Desirable: Full UK driving licence with willingness to occasionally drive the school minibus in support of educational visits, community activities and pupil transport.
Communication	<ul style="list-style-type: none"> • Ability to write reports. • Ability to use clear language to communicate information and ability to listen effectively.

	<ul style="list-style-type: none"> • Seek support to overcome communication barriers with young people and adults. • Ability to negotiate effectively with adults and young people. • Assisting with the maintenance of the pupils' progress records and participating in review meetings as required.
Working with Pupils	<ul style="list-style-type: none"> • Ability to support pupils on an individual / group basis. • Working on specific programmes with individual pupils. • Ability to demonstrate effective implementation of the school's behaviour policy. • Understanding of principles of pupil development. • Understand and support the physical and emotional wellbeing of pupils. • Ability to monitor and support specific pupils with learning difficulties and/or disabilities, including pupils with personal care/health needs. • Assist in administering and updating ISPs and IEPs.
Working with others	<ul style="list-style-type: none"> • Understand the roles and responsibilities of other adults working in the school. • Ability to establish rapport and respectful, trusting relationships with pupils, their families/carers and other adults. • Ability to work with a range of adults. • Liaise with the teacher in relation to specific pupils' problems or progress. • Assisting with other tasks, as appropriate, after discussion with the class teacher. • Know when, how and with whom to share information. • Ability to follow instructions accurately.
Responsibilities	<ul style="list-style-type: none"> • Good organisational skills. • Ability to remain calm under pressure. • Ability to plan and manage own time effectively. • Demonstrate a creative approach to supporting learning and to resolve routine problems independently.
Personal Attributes	<ul style="list-style-type: none"> • Energy and enthusiasm. • Punctuality. • Reliability and integrity. • Sense of humour • A commitment to the ethos of the school. • Commitment to your continuing professional development. • Vision and creativity. • Adaptability to changing circumstances and ideas.
General	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of young people and to the personal development of our pupils. • Understanding of the issues surrounding the safeguarding of young people and commitment to pupil welfare and safety. • Basic understanding of health and safety. • Understand procedures and legislation relating to confidentiality. • Undertake any necessary professional development as needed. • To undertake any reasonable work request made by management.

Other

1. To have professional regard for the ethos, policies and practices of the school in which you teach/support and maintain high standards in your own attendance and punctuality.
2. This job description sets out the duties of the post at the time it was published.
3. The hours and job description may be modified depending on the needs of Wonder Star School.
4. The post holder may be required from time to time to undertake other duties within Wonder Star School as may be reasonable expected, with changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the pay for this post.
5. The priorities for each year will be reviewed against this job description annually through performance management meetings.
6. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service).
7. Hold a full UK driving licence and be willing to occasionally drive the school minibus to support educational visits, community activities, pupil transport, and other school-related activities, subject to appropriate insurance and risk assessment requirements.

Wonder Star School implements safeguarding protocols in all aspects of their working practices and is committed to safeguarding and promoting the welfare of children and young people.

The School expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks.

***For further details, please contact Wonder Star School via email:
office@wonderstarschool.co.uk***