

# Job Description: Experienced Teaching Assistant

**LOCATION** Energy Coast UTC, Blackwood Road, Lillyhall, Workington, CA14 4JW

**HOURS OF WORK** Term time Only – 34 Hours per Week plus two days (Some flexibility in working hours may be considered for the right candidate, including adjusted start or finish times where possible.)

**SALARY** £ 27,027 pro rata'd to £ 23,369

**RESPONSIBLE TO** Special Educational Needs and Disabilities Coordinator (SENDCo)

## Seeking Experienced Teaching Assistants for SEND Support

### Are you ready to inspire the next generation?

Energy Coast UTC, Workington, is recruiting an experienced Teaching Assistant for a term-time only role. We are looking for a committed TA who is seeking a new challenge and is eager to further develop their role within the UTC environment.

### About the Role

This position focuses on providing dedicated support to pupils with special educational needs and/or disabilities (SEND), specifically from Year 10 to Year 13. You will help create an inclusive and supportive learning atmosphere, ensuring all students can access their education and achieve their potential.

We welcome applications from candidates with experience supporting young people through their learning journey, particularly those who have worked with pupils with SEND. The role offers opportunities for professional development and progression within UTC.

### Key Responsibilities

- Supporting classroom learning and individual progress for pupils with SEND in Years 10 to 13
- Assisting teachers with lesson preparation and delivery, adapting resources to meet diverse needs
- Providing one-to-one and group support for students requiring additional help
- To assist in the delivery of targeted interventions
- Contributing to the development of inclusive educational materials and activities
- Helping to foster a positive, accessible, and nurturing environment for all learners
- Support the SENDCo in coordinating tailored provision for key students, championing the voice of the young person, and liaising effectively with families and staff to ensure consistent, inclusive, and well-planned support.
- Opportunities to grow your skills and responsibilities within our UTC community
- consistently uphold and support the school's behaviour policy, demonstrating confidence, resilience, and strong interpersonal skills when working with young people.

## We are looking for someone who is:

- Experienced Teaching Assistant, ideally with a background in secondary education and supporting students with SEND
- Confident in working with a range of learners, and committed to consistently supporting the school's behaviour policy
- Motivated, proactive, and resilient, with a positive attitude towards new challenges and change
- Dedicated to supporting students' academic progress, wellbeing, and full inclusion within the classroom and wider school community
- Skilled in building positive, professional relationships with young people, staff, and families to support consistent outcomes for students
- Willing to contribute to a calm, structured, and purposeful learning environment, using de-escalation and supportive behaviour strategies where appropriate
- Enthusiastic about developing your skills further and growing your role within the UTC, contributing to whole-school improvement and team success

## Safeguarding and Compliance

- Willingness to undergo enhanced DBS checks and any other pre-employment checks required
- Commitment to safeguarding and promoting the welfare of children and young people
- Understanding of the importance of confidentiality and professional boundaries

## How to Apply

If you are enthusiastic about helping shape the future of pupils with SEND and supporting their educational journey, please complete the online application, as well as submitting your CV outlining your experience and interest in the position. Please forward your application to [jade.redmond@energycoastutc.co.uk](mailto:jade.redmond@energycoastutc.co.uk) . For more information or an informal chat, contact our SENCo, Emma Jackson, at [emma.jackson@energycoastutc.co.uk](mailto:emma.jackson@energycoastutc.co.uk)

Closing Date: Monday 8 June 09:00

Interview Date: Monday 15 June, time tbc

## Energy Coast UTC – Inspiring the Next Generation

### Person Specification – Teaching Assistant (SEND)

#### Qualifications / Training

##### Essential

- GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above
- A relevant Teaching Assistant qualification is desirable; however, we will also consider other equivalent qualifications and/or relevant experience that demonstrate the knowledge, skills, and capability required to carry out the role effectively.
- Willingness to undertake further training related to SEND and the UTC environment

##### Desirable

- SEND-specific training (e.g., autism awareness, dyslexia, ADHD, SEMH)
- First Aid at Work / Paediatric First Aid (or willingness to train)
- Safeguarding training and keeping children safe in education.
- Training in delivering evidence-based interventions

#### Experience

##### Essential

- Experience supporting young people in educational or youth settings, helping to create a safe, inclusive, and engaging environment that promotes learning, confidence, and personal development.
- Experience working with young people with SEND and additional needs, providing tailored support to encourage participation, independence, emotional wellbeing, and positive outcomes.
- Experience delivering effective one-to-one and small group support, adapting communication and learning approaches to meet individual needs and abilities.
- Experience working collaboratively as part of a wider team, supporting learning, behaviour, safeguarding, and student wellbeing through strong communication and a consistent approach.

##### Desirable

- Experience supporting learners across Key Stage 4 and Key Stage 5 (Years 10–13) within a secondary school environment, helping students to engage with learning, build confidence, and achieve their academic and personal goals.
- Experience working with students of varying abilities, including those with SEND and additional learning needs, providing tailored support to promote inclusion, independence, and positive progress.
- Experience adapting classroom resources and supporting differentiated teaching strategies to ensure learning activities are accessible, engaging, and suited to individual student needs and learning styles.
- Experience delivering targeted academic and pastoral interventions under the guidance of teaching staff and the SENDCo, supporting students with literacy, numeracy, organisation, communication, and emotional wellbeing.
- Experience providing one-to-one and small group support to reinforce classroom learning, encourage participation, and help students overcome barriers to education.
- Experience monitoring student progress and behaviour, maintaining accurate records, and communicating effectively with teachers and support staff to ensure consistent and effective support.
- Experience working collaboratively as part of a multidisciplinary team, contributing to a positive, supportive, and inclusive learning environment that promotes student wellbeing and achievement.

## Knowledge and Skills

### Essential

- Strong understanding of the barriers to learning that may affect pupils with SEND, alongside effective strategies to promote inclusion, engagement, confidence, and academic progress within a mainstream educational setting.
- Ability to support teaching and learning activities in the classroom, helping pupils to access lesson content, remain focused, and participate fully in learning opportunities.
- Ability to adapt, modify, or support the differentiation of learning materials and classroom resources to meet a wide range of educational, communication, sensory, and emotional needs.
- Strong interpersonal and communication skills, with the ability to build positive and professional relationships with pupils, teachers, parents/carers, and external professionals where appropriate.
- Ability to promote positive behaviour, emotional wellbeing, and resilience through the use of consistent, supportive, and nurturing approaches in line with school policies.
- Ability to work collaboratively as part of a wider pastoral and educational team, contributing to an inclusive, safe, and supportive learning environment.
- Good organisational skills with the ability to manage priorities, maintain accurate records, and follow guidance from teaching staff and the SENDCo effectively.
- Competent ICT skills, including the use of Microsoft Office and educational technology to support learning activities, communication, and record-keeping.

- Understanding of safeguarding responsibilities and the importance of maintaining confidentiality, professionalism, and pupil welfare at all times.

### **Desirable**

- Knowledge and understanding of a range of SEND profiles and associated support strategies, including ASD, ADHD, dyslexia, speech and language needs, and SEMH.
- Experience supporting pupils with exam access arrangements, such as readers, scribes, rest breaks, or extra time, in accordance with guidance and regulations.
- Understanding of the UTC curriculum, assessment requirements, and expectations for Key Stage 4 and post-16 learners, including preparation for GCSE and further education pathways.
- Awareness of restorative and trauma-informed approaches to behaviour and wellbeing support.
- Familiarity with Education, Health and Care Plans (EHCPs) and the importance of implementing agreed support strategies and outcomes.

## **Personal Qualities**

### **Essential**

- A commitment to inclusion, equality and the wellbeing of all learners
- Motivated, proactive and willing to take initiative to support pupils' progress
- Patient, calm and resilient, with the ability to build positive relationships with young people
- Flexible and adaptable in response to pupils' needs and the demands of the school day
- Able to work collaboratively as part of a team and follow guidance from teaching staff/SENDCo
- Committed to ongoing professional development and growth within the UTC community

Energy Coast UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We welcome applications from all sections of the community and value diversity.