



**Ark Acton
Academy**

Orchard Teaching Assistant

Recruitment Pack

Orchard Teaching Assistant – Job description

Job Title: Orchard Teaching Assistant

Reports to: SENDCo/SRP Lead/Assistant Principal

Responsible for: Supporting teaching, learning, communication and wellbeing within the Orchard Specialist Resource Provision (SRP).

Start date: September 2026

Term: Permanent, Term Time Only

Salary: Ark Support Staff Scale – Grade 5 FTE £31,083 - £34,857

Job purpose

As an Orchard Teaching Assistant, you will play a key role in supporting students with Speech, Language and Communication Needs (SLCN) and associated cognition and learning needs within the Orchard Specialist Resource Provision (SRP).

Working closely with the Orchard Teacher, SENDCo and wider SEND team, you will provide targeted academic, communication and pastoral support that enables pupils to access learning, achieve their EHCP outcomes and develop independence.

You will contribute to a highly inclusive, nurturing and structured environment where pupils are supported to develop their communication skills, confidence, wellbeing and academic achievement.

Key Responsibilities

Pupil Learning and Classroom Support

- Support pupils in accessing learning across a broad and balanced curriculum.
- Deliver planned interventions and learning programmes under the direction of the Orchard Teacher.
- Provide one-to-one and small group support.
- Adapt learning resources and activities to meet individual pupil needs.
- Encourage pupils to develop independence, resilience and confidence.
- Support pupils working below age-related expectations, including those accessing Key Stage 2 curriculum content.

Communication and Language Development

- Support pupils to develop speech, language and communication skills.
- Model effective communication strategies throughout the school day.
- Reinforce communication programmes designed by specialist staff and therapists.
- Encourage positive social interaction and communication with peers and adults.
- Support pupils in developing confidence in speaking, listening and understanding language.

EHCP and SEND Support

- Support the implementation of EHCP outcomes and individual support plans.
- Monitor and record progress towards agreed targets.
- Contribute evidence towards Annual Reviews and SEND documentation.
- Assist in implementing recommendations from Speech and Language Therapists and other external professionals.
- Support the delivery of targeted interventions linked to pupils' EHCP outcomes.

Wellbeing and Behaviour

- Build positive and trusting relationships with pupils.
- Promote positive behaviour, emotional regulation and wellbeing.
- Support pupils to develop self-confidence and independence.
- Implement academy behaviour systems consistently.
- Promote high expectations whilst maintaining a nurturing and supportive approach.

Collaboration

- Work collaboratively with teachers, SEND staff, therapists and external professionals.
- Attend training, meetings and professional development activities.
- Share information effectively regarding pupil progress and wellbeing.
- Contribute positively to the wider Orchard and SEND team.

Principal Accountabilities

Learning Support

- Deliver high-quality support that enables pupils to access learning successfully.
- Support teaching through effective questioning, modelling and scaffolding.
- Lead small group interventions when required.
- Promote pupil engagement, participation and independence.

Assessment and Record Keeping

- Observe, record and report pupil progress.
- Maintain accurate records of intervention programmes.
- Support assessment processes and progress reviews.
- Contribute evidence towards EHCP reviews and annual review meetings.

Specialist SEND Provision

- Support pupils with Speech, Language and Communication Needs.
- Reinforce specialist communication approaches used within Orchard.
- Support pupils with cognition and learning needs to access learning successfully.
- Work alongside external agencies and therapists where appropriate.

Pastoral Responsibilities

- Support pupils' personal development and wellbeing.
- Promote positive attendance, engagement and behaviour.
- Accompany pupils on educational visits and enrichment activities.
- Support pupils during social times, transitions and less structured parts of the school day.

Non-Subject Responsibilities

- Implement all safeguarding, SEND and behaviour policies.
- Maintain confidentiality at all times.
- Promote inclusion and equality of opportunity.
- Contribute to the wider life of the academy.
- Undertake any other duties commensurate with the grade of the post.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Right to work in the UK. • GCSE English and Mathematics Grade 4/C or above (or equivalent). • Good literacy and numeracy skills. 	<ul style="list-style-type: none"> • Teaching Assistant qualification. • Relevant SEND qualification. • Degree-level qualification.
Experience	<ul style="list-style-type: none"> • Experience working with children or young people. • Experience supporting pupils with additional needs. • Experience building positive relationships with pupils. 	<ul style="list-style-type: none"> • Experience supporting pupils with SLCN. • Experience working within a Specialist Resource Provision. • Experience supporting pupils with EHCPs. • Experience delivering interventions and targeted support programmes.
Knowledge	<ul style="list-style-type: none"> • Understanding of SEND and inclusive education. • Awareness of speech, language and communication needs. • An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Knowledge of EHCP processes. • Knowledge of cognition and learning needs. • Understanding of communication-friendly classroom strategies.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well developed planning & organising skills including time management, prioritisation, delegation and administration. • Sound judgement and problem-solving skills. 	<ul style="list-style-type: none"> • Experience using intervention and progress-tracking systems. • Competent use of ICT. • Experience delivering communication-based interventions.

Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extra-curricular activities. • Committed to teamwork and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	
Attributes	<ul style="list-style-type: none"> • Passion for supporting pupils with SEND. • Commitment to inclusion and safeguarding. • Resilience, patience and empathy. • High expectations for all pupils. • Strong team player with a collaborative approach. • Belief in the unlimited potential of every pupil. 	<ul style="list-style-type: none"> • Interest in speech, language and communication development. • Commitment to further SEND training and professional development.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click [this link](#).