We Are Hiring

TEACHING ASSISTANT (BANK WORKER)

Creativity · Holistic Education · Open-Mindedness · Individuality

Location:	Onsite and/or Offsite (across London - Zone 1 - 6)
Responsible To:	Teaching & Learning Officer (offsite) or Head of Centre (onsite)
Salary:	Induction Rate (5 weeks) £42.59 + £5.14 holiday pay per session (3 hours) TA Rate (after completion of induction) £43.38 + £5.24 holiday pay per session (3 hours)

Purpose of the Role:

Teaching Assistants at The Complete Works Independent School (TCW) play a key role in supporting students to re-engage with education in a safe, inclusive, and structured environment. Working closely with teachers, Teaching Assistants help create a positive learning environment that supports students' academic progress, emotional wellbeing, and personal development.

As TCW supports students who may have experienced exclusion, disrupted education, or barriers to learning, Teaching Assistants must demonstrate patience, flexibility, and a strong commitment to supporting young people to achieve positive outcomes.

The role involves providing classroom or 1:1 learning support, assisting with the delivery of learning activities, supporting behaviour management, and helping students to develop confidence, independence, and resilience in their learning.

Teaching Assistants contribute to a trauma-informed and inclusive approach to education, working collaboratively with staff to ensure that all students feel respected, supported, and able to succeed regardless of their background, needs, or previous experiences in education.

Key Responsibilities:

Learning Support

1. Support teachers in the delivery of lessons and learning activities.
2. Provide targeted support to individual students or small groups, including literacy and numeracy interventions.
3. Understand the needs of assigned students and adapt support accordingly.
4. Assist in preparing and creating learning resources.
5. Support teachers in conducting baseline assessments for students.
6. Ensure assigned students are entered for agreed qualifications and exams, and assist with administration and marking of evidence submitted for qualifications.
7. Supervising lessons when the usual class teacher is absent

Behaviour and Pastoral Support

1. Help maintain a positive, structured, and safe classroom environment.
2. Encourage positive behaviour and engagement in learning.
3. Support students with additional learning, social, or emotional needs.
4. Attend initial meetings for new students where required.
5. Supervise students onsite during break and lunchtime.
6. Support students in accessing the site and learning spaces, including travel assistance where needed.

Monitoring, Assessment, and Administration

1. Assist in monitoring student progress and participation.
2. Support teachers with Individual Risk Assessments reflecting student history.
3. Consider learning environments for risk assessments and create further risk assessments for trips or activities.
4. Ensure the effective use of school management systems (e.g., Ariel) for tracking student progress and reports
5. Approve weekly hours of work with the Education/Finance Team.
6. Cover other Teaching Assistant lessons when required.

Safeguarding and Inclusion

1. Promote inclusion, respect, and positive relationships within the school community.
2. Meet with external professionals regarding assigned students as required.
3. Report safeguarding concerns in a timely manner to the Designated Safeguarding Lead and record on MyConcern.
4. Work in line with TCW Teaching Standards.
5. Adhere to the Health and Safety Policy and report concerns to the Onsite Lead or School Facilities Manager.

Professional Contribution

1. Work collaboratively with the school team, both in person and via email.
2. Prepare for and support lesson observations.
3. Contribute to a trauma-informed, inclusive, and anti-racist educational environment.

Person Specification:

Essential:

- Qualifications: GCSEs in English, Maths, and Science at grade C/5 or above; degree or equivalent desirable.
- Experience in a school or educational setting.
- Ability to inspire, motivate, and support students, staff, and parents/carers.
- High attention to detail and accuracy.
- Ability to work independently and use initiative.
- Excellent organisational and planning skills, with ability to multitask
- Adaptable, flexible, and willing to embrace change; proactive in improving processes.
- Ability to manage workloads, prioritise tasks, and work under pressure.
- Team player with strong interpersonal skills; able to develop effective working relationships.
- Excellent written and verbal communication skills.
- Good administrative skills.
- Competent in Gmail and Google Suite Google Drive with the ability to learn how to use Multi Information Systems (MIS)
- Strong numeracy and literacy skills.
- Personable, professional, and courteous.
- Enthusiastic, positive, and proactive attitude.
- Ability to manage stressful environments and maintain discretion and confidentiality.

Desirable:

- Knowledge of SEN or behavioural support strategies.
- Knowledge of safeguarding procedures.
- Experience of working in creative environments.
- Experience of working in a charity or non-profit setting.

Skills and Attributes:

- Strong interpersonal and communication skills.
- Patience, empathy, and resilience in supporting vulnerable students.
- Ability to work independently and collaboratively within a team.
- Organised, flexible, and proactive approach to work.
- Commitment to safeguarding, equality, diversity, and inclusion.

Working Conditions:

- Will involve working in students' homes, local libraries or other educational venues within London's Zones 1-6
- Working with students individually onsite in one of our school buildings or in small groups.
- Occasional off-site meetings, activities, or trips may be required.

The job description is not an exhaustive list and there may be times when the Headteacher or other Senior Leaders will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra Information

This is a casual position. Casual contract workers are paid for the assignments they complete.

This role will be directly managed by the Teaching and Learning Officer for the area to which the role is assigned.

The working hours are Monday - Friday 09:00 - 16:00 with sessions structured as 3-hour blocks. There is some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook and staff code or conduct.

All teaching assistants will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.