

**Job Description**

**Job Title:** SEND Teaching Assistant- Level 3 and above  
**Location:** Transitions College, Acklam Green Centre, Stainsby Road, Middlesbrough, TS5 4JS  
**Contract:** Part-time (18 hours per week), Term-time only (potential for this to increase to full time for the right candidate)  
**Contract Type:** Permanent (subject to a successful 3-month probation period)  
**Salary:** £16 p/h+ competitive rates  
**Responsible to:** Managing Director / Teaching Staff

**Purpose of the Role**

To provide high-quality support to young people aged 16–25 with Special Educational Needs and Disabilities (SEND), enabling them to access learning, develop independence, and achieve their personalised outcomes in line with Transitions College’s ethos of inclusion, empowerment, and preparation for adulthood.

**Key Responsibilities**

* Support learners in accessing **Maths and English Functional Skills (Entry Level 1 to Level 2)**.
* Assist students with **personal progress**, including communication, reading, writing, life skills, and independence.
* Support delivery of **Employability Skills** and **Personal & Social Development programmes**.
* Encourage and facilitate learners’ engagement in **Preparation for Adulthood outcomes**:
  + Education & Employment, Independent Living, Community Inclusion and Health & Wellbeing
* Supervise and support learners in **community inclusion activities** (e.g., trips to libraries, shops, and other facilities).
* Promote a **healthy lifestyle** through active participation in supervised physical activities (e.g., gym, swimming).
* Work collaboratively with teaching staff, families, and external professionals to ensure learners progress at a pace appropriate to their needs.
* Follow safeguarding, health & safety, and college policies to ensure the safety and wellbeing of all learners.
* Maintain accurate records of learner progress, behaviour, and achievements where required.
* Contribute to the positive ethos, teamwork, and values of Transitions College.

**Person Specification – SEND Teaching Assistant**

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** | - GCSEs (or equivalent) in English and Maths grade 4 / C and above  - Training in specific SEND-related areas (e.g., autism awareness, behaviour management, speech & language support) | - Level 2/3 Supporting Teaching & Learning, CACHE, or equivalent  - First Aid or Team Teach/positive handling training |
| **Experience** | - Experience working in a **specialist educational setting** with young people with SEND | - Experience supporting learners in **community-based and independent living activities** |
| **Knowledge & Skills** | - Understanding of a range of additional needs (ASD, ADHD, communication and learning difficulties)  - Ability to support **Maths and English Functional Skills** (Entry Level to Level 2)  - Strong **communication and interpersonal skills**  - Ability to work flexibly across classroom and community-based learning | - Knowledge of **Education, Health and Care Plans (EHCPs)** and supporting learners in line with them |
| **Personal Qualities** | - Patient, empathetic, and adaptable  - Passionate about supporting young people with SEND  - Team player, able to build positive relationships | - Innovative and proactive in developing resources and strategies to support learners |
| **Other Requirements** | - Commitment to safeguarding and promoting welfare of young people  - Willingness to undertake an **enhanced DBS check**  - Full UK driving licence and willingness to drive learners (if applicable) |  |