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| Post: | SEN Teaching Assistant |
| Grade: | Sc1D Spinal point 3 |
| Working hours: | <ul style="list-style-type: none"> - Weekly hours: 29 hours 15 minutes - Monday, Tuesday, Thursday and Friday, 09:00 am to 15:30 - Wednesday 08:00 to 15:30 - 30- minute lunch break -Term time only |

Job Description – SEN Teaching Assistant

Purpose of Job

Responsible, under the direction or instruction of the Class Teacher or Head of School, to work as part of a team to assist individual pupils or small groups of pupils with their learning who have moderate and/or severe learning difficulties and/or complex needs. To support access to learning for pupils and provide general support to the Class Teacher in the management of pupils in the classroom

Main Responsibilities

To work under the guidance of the Class Teacher in the performance of all general duties associated with assisting pupils within the classroom setting. This will include helping with supervision of academic work such as reading, writing and number work, telling stories, assistant with craftwork, general cleaning up and practical classroom organisation. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

Vision, Values and Contributions to the School

- Contribute to the overall vision and values of the school;
- To work cooperatively as a part of a team for the benefit of the pupils in the class;
- Participate in the school’s induction programme and other learning activities and performance development, as required;
- Appreciate and support the role of other professionals;

Welfare and Safeguarding

- To be fully aware and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the employee’s role within the school;
- To be fully aware of the principles of safeguarding as they apply to vulnerable pupils in relation to the employee’s role;
- Supervise and support pupils ensuring their safety and access learning;



- Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety and security of pupils, confidentiality and data protection. Reporting all concerns to an appropriate person (Class Teacher or Safeguarding Officer).

Health and Safety

- Prepare the classroom as directed for lessons and clear afterwards, ensuring materials and equipment are clean, in working order and safely stored.

Behaviour and Emotional Regulation

- To provide support for pupils' emotional and social development by encouraging and modelling positive behaviour;
- To promote the acceptance and inclusion of pupils, encouraging pupils to interact with each other in an appropriate and acceptable manner;
- Follow behaviour plans and Education and Health Care Plans;
- Support the class teacher in the management of pupil behaviour.

Independence and Self-Care

- Encourage pupils to act independently where appropriate;
- Attend all pupils' personal needs and facilitate toilet programmes;
- Oversight of lunchtime supervision and supervision or assisting individual children.

Communication Support

- To provide physical and communication support using modes of communication appropriate to the individual needs of the pupils;
- Support pupils to understand instructions.

Curriculum, Teaching, Learning and Assessment

- Prepare equipment and resources as directed by the Class Teacher and assist pupils in their use;
- Prepare the classroom as directed;
- Supporting the pupils in undertaking a range of curriculum activities as directed by the Class Teacher;
- Be aware of pupil progress and achievement and report to the Class Teacher;
- Undertake pupil record keeping;
- Support the pupils in physical education;
- Accompany teaching staff and pupils on visits and trips outside of school and assist with the supervision of pupils in this setting.

ICT and Administration

- Supporting pupils in using basic ICT and assisted technology, as directed.



Personal Specification – SEN Teaching Assistant

| Essential | Desirable |
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| Qualifications | |
| Basic Numeracy Skills | GCSE grade C or above in Maths and English (or equivalent) |
| Basic Literacy Skills | Appropriate NVQ |
| | First Aid Certificate |
| | Childcare Qualification |
| Experience | |
| Working with people | Working within a school or special school |
| Willingness to undertake various training to effectively support pupils with SEN | Experience of developing and delivering individual education programmes for children with specific needs |
| Personal and Professional | |
| Must be well organised | Ability to organise and prioritise workload and work on own initiative |
| Effective communication skills | |
| Ability to maintain a positive and professional attitude | |
| Ability to work as part of a team | |
| Flexible and willing to contribute to the success of the team | |
| Ability to develop good relations with staff and pupils and the wider school community | |
| Willingness to carry out personal care routines | Training in personal care |
| With training, be prepared to implement behavioural strategies | Experience working with behaviour management plan |
| Awareness of principles of safeguarding and willingness to undertake further training. | |

March 2026

