



Job Description

Post	SEND Teaching Assistant
Details (grade, hours, duration)	SEND Teaching Assistant including Lunchtime Cover NJC Grade A1/B1, Scale Points 3-6 Fixed Term until 31 August 2027 Term-time only plus 5 days
Responsible to	Headteacher, Assistant Headteachers, SENDO, Class teacher
Purpose of the Post	<p>To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.</p> <p>The role may include providing personal and intimate care to pupils who require additional support, in line with the school's Intimate Care Policy. This includes assistance with toileting, dressing, and personal hygiene, always maintaining the child's dignity and privacy.</p>
Main duties and responsibilities	<ol style="list-style-type: none"> 1. To supervise and provide particular support for pupils with special educational needs on a 1:1 basis or small group basis, ensuring their safety and access to learning activities 2. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes 3. To establish constructive relationships with pupils and interact with them according to individual needs 4. To promote the inclusion and acceptance of all pupils 5. To encourage pupils to interact with others and engage in activities led by the teacher 6. To set high expectations and promote self-esteem and independence. 7. To provide appropriate feedback to pupils in relation to progress and achievement under guidance of the teacher. 8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work. 9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals 10. To assist with the planning of and resources for learning activities 11. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed. 12. To provide detailed and regular feedback to teachers on pupil's achievement, progress, challenges etc. 13. To promote good pupil behaviour, dealing promptly with incidents in line with established policy and encourage pupils to take responsibility for their own behaviour 14. To establish constructive relationships with parents/carers 15. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. 16. To undertake programmes linked to local and national learning strategies - . literacy, numeracy, early years-recording achievement and progress and feeding back to the teacher 17. To support the use of IT in learning activities and develop pupils' competence



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	<p>and independence in its use.</p> <ol style="list-style-type: none"> 18. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use. 19. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 20. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. 21. To contribute to the overall ethos/work/aims of the school. 22. To appreciate and support the role of other professionals. 23. To attend and participate in relevant meetings as required. 24. To participate in training and other learning activities and performance development as required. 25. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime. 26. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. 27. To work under the direction of the Headteacher, SENDCO, class teacher. <p><i>Be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i></p>
<p>VARIATION IN ROLE</p>	<p><i>Given the dynamic nature of the role and structure of Corpus Christi Catholic Primary School, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</i></p>



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy • GCSE English and Maths grade 4 or above (or equivalent level) 	<ul style="list-style-type: none"> • Childcare Qualification at Level 2 (or equivalent) • Appropriate First Aid training
Experience		<ul style="list-style-type: none"> • Recent experience of working with children of primary age, 4-11 years with SEND in an education setting
Skills	<ul style="list-style-type: none"> • Use basic technology – photocopier, computer (Word, Excel, PowerPoint), online programmes and resources • Able to relate well to children and adults in both one to one, small group & within the classroom • Able to work well as part of a team • Good understanding of child development and learning processes. • Able to manage behaviour of individual pupils and small groups. • Have good written and verbal communication skills and be able to communicate effectively and clearly with a range of staff, pupils, their families and carers and outside agencies. 	
Personal Characteristics	<ul style="list-style-type: none"> • Have demonstrable interpersonal skills. • Able to work successfully in a team. • Maintain confidentiality 	
Other Requirements	<ul style="list-style-type: none"> • Be committed to the school's policies and ethos and keep up to date with current best practice and perform the role within the legal, regulatory, ethical and social requirements set out in area of work. Report any abuse, unfair discrimination or unprofessional practice, whether it affects colleagues, or self. • Be committed to Continuing Professional Development and attend meetings/training outside of normal business hours. • Be motivated to work with pupils including those with SEND. • Able to form and maintain appropriate relationships and personal boundaries with pupils. • Be aware of and comply with policies and procedures relating to child protection, intimate care, health, safety 	



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	and security, confidentiality and data protection, reporting all concerns to a designated person.	
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