

Job description for the post of: SEND Teaching Assistant 3 (The Cove)

Directorate: Children and Young People			Location:	LA4 5JL	
Establishment or team:		Morecambe Bay Community Primary School		Post number:	07/2026
Grade:	6 SCP 11-19	Line manager:	Phase Leader	Car user:	No

The purpose of this job is:

To work collaboratively with teachers and other professionals to meet the complex educational, communication, social, emotional and sensory needs of pupils within The Cove SEND Unit. To support pupils to access learning, develop independence and achieve outcomes identified within their individual support plans and EHCPs.

Core tasks

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts

Support for Pupils

- Support pupils with a range of SEND including communication and interaction needs, cognition and learning needs, social, emotional and mental health needs and sensory/physical needs.
- Implement strategies identified in EHCPs, provision plans and advice from external professionals.
- Support pupils with the development of communication, emotional regulation, independence and social interaction skills.
- Use positive behaviour support approaches and agreed de-escalation strategies.
- Assist pupils with sensory regulation programmes and personalised timetables where required.
- Maintain accurate records of pupil progress, behaviour and intervention outcomes.
- Support pupils with transitions between activities, classes and school environments.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- Contribute to review meetings and provide evidence towards pupil progress and outcomes
- To monitor individual pupils progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including class lists.
- To provide ideas, materials and learning strategies for lessons
- To liaise with parents and outside agencies, where appropriate.
- Undertake marking of pupils work and record achievement.
- Assist in the supervision of children on trips/visits.

Support for the School

- Work alongside SENDCo, specialist teachers, educational psychologists, speech and language therapists, occupational therapists and other external professionals.
- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.

- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: Lee Dougan, Headteacher

Date: July 2026

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.