



# Job Description

<b>Job Title</b>	SEN Teaching Assistant (Scale 5)	<b>Date Created</b>	June 2026
<b>Date Reviewed</b>	June 2026	<b>Next Review Date</b>	July 2028
<b>Line manager</b>	SENDCO	<b>Hours</b>	32.5 hours term time only
<b>Salary</b>			

## Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To predominantly work with children with special educational needs (including EHCPs) and to assist the school and teachers with the raising of educational achievement; supporting and encouraging pupils to become independent learners
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

## Main responsibilities and tasks

### Support for pupils:

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
- To assist the pupils with personal needs as appropriate.
- To work with children with SEND on individual targets.
- To work as directed with children on a 1:1 basis, being conversant with a child's Educational Health Care Plan where relevant.
- To support pupils' social skills and promote good behaviour in the playground during morning break and midday break
- To facilitate restorative conversations between pupils fairly and in accordance with our behaviour policy

### Support for the teacher:

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.

- To take children out of class at the teacher's request and accompany the class on visits, to assemblies, etc.
- To pass on any observation that causes concern, in accordance with school's Children Protection Policy to the Class Teacher or SENDCO.
- To be aware of individual children's progress and report on this to the class teacher.
- To carry out other such duties as may be required from time-to time commensurable to the grade and qualifications of the post

#### **Support to the school**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity

#### **Support for the curriculum**

- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

Please note that this job description outlines the principal responsibilities of the role but does not provide an exhaustive list of all tasks. Regular reviews will address any necessary updates or adjustments.

Signature:

Date: