

Windy Arbor Primary School



Job Description

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	SEND Teaching Assistant	Post No	
School	Windy Arbor Primary School		
Hours of work	32.5 hours		
Salary Band/Range	D Band Pt 20-26 (£33,673-£38,510)		
Responsible to	SENDCo		
Location	Windy Arbor Primary School		
DBS Check	Yes		
Special Conditions	1-year fixed term		

1. Job Purpose

To provide dedicated one-to-one support for a pupil with Special Educational Needs and Disabilities (SEND), enabling them to access learning, participate fully in school life, and make progress academically, socially, and emotionally. The post holder will work closely with teaching staff, the SENDCo, parents/carers, and external professionals to meet the individual needs of the child.

2. Key Responsibilities

2.1 Main Duties

Pupil Support

- Provide high-quality support for pupils throughout the school day.
- Support the pupil's learning in line with individual targets, education plans, and teacher directions.
- Adapt activities and resources to enable access to the curriculum.
- Lead a planned programme of sensory intervention activities.
- Encourage the development of independence, self-confidence, and resilience.
- Promote positive behaviour and support emotional regulation using agreed strategies.
- Assist with communication, social interaction, and relationship building with peers.
- Support the pupil during transitions, breaktimes, educational visits, and other school activities as required.

Teaching and Learning

- Be actively involved in the daily routines of classes, groups or individual children.
- Work under the guidance of the class teacher to deliver learning activities and interventions.
- Reinforce learning objectives and provide targeted support to secure pupil progress.
- Help prepare and organise learning resources and equipment for learning activities

		and displays. • Monitor and record the pupil's progress and contribute to reviews and meetings where appropriate. • The on-going assessment, recording and reporting of children's progress as appropriate including contribution to or participation in educational reviews on specific children. SEND Support • Implement recommendations from the SENDCo and external agencies such as Educational Psychologists, Speech and Language Therapists, Occupational Therapists, and other professionals. • Contribute to the development and review of support plans and intervention programmes. • Maintain accurate records relating to the pupil's progress and wellbeing. • To provide support, advice and guidance to parents to support their child. Communication and Teamwork • Work collaboratively with teachers, support staff, parents/carers, and external agencies. • Attend relevant meetings, training, professional development activities and parent consultations. • Maintain positive and professional relationships with all members of the school community.
	2.2	People
		The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
	2.3	Safeguarding
		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	Financial
		The postholder may handle small amounts of cash, for school activities, school trips and fund-raising events.
	2.5	Buildings & Equipment
		Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use.
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions	
	3.1	Mobility

		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	Joanna Curry
Date:	September 2026