

Irchester Community Primary School



TEACHING ASSISTANT – SEND UNIT

Job Description 2026

**IRCHESTER COMMUNITY PRIMARY SCHOOL
TA JOB DESCRIPTION**

Job Title:	Teaching Assistant – SEND unit
Hours:	27.5 hours per week, 38 weeks per year 9.00 am – 3:00 pm (including 30 mins lunch)
Salary:	Support Staff Pay Grade D, point range: 3-4 Gross Salary: £24,796 - £25,185 per annum pro rata FTE
Reports to:	SENCo - Emperor House Unit Manager
DBS Disclosure Level:	Enhanced
<p>Role Summary:</p> <ul style="list-style-type: none"> • To provide support for teachers and students within Emperor House and mainstream classrooms. • To support students with Special Educational Needs and Disabilities, both learning and behavioural, either on an individual basis or in small groups. • To provide support for students whose primary needs are communication and interaction difficulties, many of whom with a diagnosis of autism, within Emperor house and their mainstream lessons. • To support children to regulate their emotions 	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To support teachers in their course delivery in order for them to meet the needs of all the students in their classes. • To be involved in the creation of differentiated resource materials, and to aid teachers in the identification and production of appropriate differentiated materials. • To carry out general administrative tasks: including photocopying, filing, display work, as well as organising and maintaining resources within the SEND provision. • Under the supervision of the provision lead, to assist in the identification and assessment of students across the school. To maintain up-to-date support records. 	

- To establish and maintain positive, constructive and professional working relationships with staff, students and other education professionals, to maximise students' development and achievement.
- To be involved in the 'Keyworker' system in school and to act, under the guidance of the SENCO, as an identified adult to whom students or staff can come to discuss pastoral issues.
- To acknowledge the need to show confidentiality in regard to information regarding students, staff or school issues. To pass on information of a personal nature regarding students to an appropriate member of staff.
- To accompany groups of teachers and students on out-of-school visits when required.

Generic Responsibilities:

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the school's commitment to 'Every Child Matters', enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To carry out any other reasonable duties or request of your Line Manager, that are in keeping with this post or as may be determined from time to time by the Leadership Team.

This job description is current at the date it is published but may be reviewed as appropriate and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION

	Essential	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE		
Demonstrable ability to or proven experience of working with or caring for children of the relevant ages [mainly aged 4 - 11]	√	
Demonstrable first-class administration, organisation and time management skills	√	
Ability to use IT/Microsoft Office packages as required, particularly Word and Microsoft Outlook [email]	√	
Ability to adhere to working procedures and policies within the school environment	√	
Experience of working within a school environment and/or in similar role	√	
General understanding of the national curriculum and other basic learning programs (including literacy and numeracy) relevant to the primary school environment – training and support will be provided		√
Knowledge of ASD/ADHD, social /emotional and mental health difficulties	√	
QUALIFICATIONS		
A good level of general education, including English & Maths GCSE at Grade C or above (or equivalent)	√	
PERSONAL QUALITIES		
Good interpersonal and communication skills, with an ability to build and maintain effective working relationships with all stakeholders of the school	√	
A demonstrable ability to work with students as a professional in a constructive manner: demonstrating open-mindedness, flexibility, and with the ability to convey and instill a desire amongst students to learn and develop	√	
Good organisational skills, with the ability to manage time effectively and demonstrate initiative when required	√	
Ability to operate effectively as part of a team or individually as required	√	