

JOB TITLE:	SEN Teaching Assistant
GRADE:	KSA
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> • To live our values of collaboration, citizenship, sustainability and achievement. • To follow our schools' and Trust's policies and procedures. • To value lifelong learning and develop skills and knowledge. • To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

MAIN RESPONSIBILITIES

- Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants at this level may also undertake some or all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time and lunchtime supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.



- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

Safeguarding & Knowledge

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Level 2 Diploma (or equivalent)	Teaching Assistant certification, Level 3 Diploma, or equivalent childcare/education qualification
Experience	<ul style="list-style-type: none"> • Experience working with children in a school, childcare, or educational setting • Experience supporting pupils with Special Educational Needs and Disabilities (SEND); 	<ul style="list-style-type: none"> • Experience in multi-age or primary classroom settings; • Previous experience assisting with educational visits, extracurricular activities, or enrichment programs
Skills	<ul style="list-style-type: none"> • Good literacy and numeracy skills; Basic IT skills to support learning and record keeping; Ability to work effectively with individuals, small groups, and whole classes; 	<ul style="list-style-type: none"> • Experience in planning and delivering small group interventions; • Ability to support pupils in using ICT and learning technologies; Knowledge of using assessment and tracking tools

	Essential	Desirable
	<ul style="list-style-type: none"> • Experience supporting behaviour management strategies and restorative practices • Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible. 	
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of, or willingness to learn about, safeguarding, child protection, health and safety, equal opportunities, and confidentiality; • Commitment to inclusion and promoting the welfare of children; Understanding of child development and age-appropriate learning strategies Understanding of educational SEND legislation and inclusion practices 	<ul style="list-style-type: none"> • Knowledge of Individual Education Plans (IEPs) and Behaviour Plans; • Familiarity with statutory frameworks such as the Early Years Foundation Stage (EYFS) or National Curriculum; • Awareness of strategies to support emotional wellbeing and social development;
Personal Attributes	<ul style="list-style-type: none"> • Reliable, punctual, and flexible; • Team player with the ability to take initiative; • Enthusiastic, approachable, and resilient; • Positive role model for pupils 	<ul style="list-style-type: none"> • Willingness to take on additional responsibilities; • Interest in professional development and continuous learning; • Creative approach to engaging pupils in learning activities
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children; • Ability to maintain professional boundaries; • Ability to report concerns promptly and appropriately 	<ul style="list-style-type: none"> • Experience undertaking safeguarding training; • Understanding of Prevent duty, online safety, and e-safety procedures