



WALGRAVE PRIMARY SCHOOL

Walgrave Primary  
Kettering Road  
Northampton  
NN6 9PH  
01604 781275  
www.walgraveschool.org  
Headteacher: Miss Bates

## Job Description - SEN Teaching Assistant

**Responsible to:** Headteacher and SENDco

### Purpose of the Job

To be part of an effective team delivering high quality learning. Support the classroom teachers to facilitate the active participation of the child in the academic and social activities of the school.

To support children across EYFS/KS1/KS2 who have varied special educational needs.

### Duties and Responsibilities:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils with Special Educational Needs and to assist the teacher in the management of pupils within the classroom. Work may be carried out in the classroom or outside the main teaching area.

- To supervise and provide particular support for pupils, including those with special needs, ensuring their well-being, safety, self-care and access to learning activities.
- To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes and those who have an Education and Health Care Plan.
- To establish constructive relationships with pupils and interact with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To set challenging and demanding expectations and promote self-esteem and independence.
- To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- To use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- To assist with the planning of learning activities.
- To monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school behaviour policy and encourage pupils to take responsibility for their own behaviour.

*together we succeed*

Walgrave Primary School, Kettering Road, Walgrave, NN6 9PH  
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Headteacher Natasha Bates

- To establish constructive relationships with parents/carers.
- To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To undertake programmes linked to social and emotion development, recording achievement and progress and feeding back to the teacher.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To liaise with outside professionals where necessary.