

## Job Description

<b>Job Title:</b>	SEND Teaching Assistant
<b>Date last reviewed:</b>	June 2026
<b>Grade of post:</b>	Grade 4
<b>Location:</b>	Sandhills Community Primary School
<b>Line Manager:</b>	SENDCo
<b>Disclosure Level:</b>	Enhanced DBS
<b>Contract Type</b>	Fixed Term (Linked to specific 1:1 SEND funding and subject to regular review/continuation of the funding agreement)

### Job Purpose:

To support the class teacher in creating an inclusive and engaging learning environment, enabling all pupils to access the learning within the class. Teaching Assistants deliver targeted support for individuals and small groups, as directed by the class teacher, in order to bridge gaps in understanding, promote pupil independence, and ensure all children can fully access the curriculum and thrive within the school community.

### Main Responsibilities:

- Implement 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 about pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil activities, attainment and progress
- 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
- Supervise pupils at morning and lunchtime breaks
- Understand and comply with policies and procedures relevant to child protection, safeguarding, and health and safety.

- Some personal care may be required for children with specific needs

**Teaching Assistants in this role will also undertake some or all of the following:**

- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- With support from the SENDCo, assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of other staff in the classroom
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

**Key skills / Experience / Qualifications**

- Knowledge and compliance with policies and procedures relevant to child protection and health and safety

**General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Safeguarding Statement**

*Sandhills Community Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*