



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Teaching Assistant –
SEND

Hartley Brook Primary
Academy

ROLE SPECIFICATION

Academy / Department	Hartley Brook Primary Academy
Post title	Teaching Assistant - SEND
Responsible to	SENCO
Full time Salary	£25,989 - £26284 FTE
Pro-Rata Actual Salary	£21,213 - £21,895 pro rata salary
Working Pattern	39 weeks per year, Permanent
Pension	Local Government Pension Scheme
Working Hours	8am-3:30pm / Monday-Friday
Line Management Responsibility	No

ROLE SUMMARY

As a SEND Teaching Assistant, you will support children with special educational needs and disabilities to access learning and thrive in the classroom. You will work closely with teachers to adapt resources, deliver targeted interventions, and provide one-to-one or small group support. You will help create an inclusive, nurturing environment where every child feels valued and empowered. You will build strong relationships with pupils, staff, and families, and contribute to personalised learning plans. Your role will be vital in helping pupils achieve their full potential—academically, socially, and emotionally.

MAIN DUTIES AND RESPONSIBILITIES

- ★ ★ Provide a high standard of physical, emotional, social and intellectual care for pupils
- ★ ★ To act as the Key Worker for specific children
- ★ ★ Support staff and help facilitate the active participation of children in the social and academic activities of the academy
- ★ ★ Contribute to raising standards of achievement for all children
- ★ ★ Provide support to other members of staff when needed
- ★ ★ To support the teacher in delivering provision that is outlined in support plans and EHCPs.
- ★ ★ Implement and support the daily routines of pupils
- ★ ★ Help with the planning and implementation of a programme of activities/interventions suitable to the age range and to prepare and complete activities to suit each pupil's stage of development
- ★ ★ Contribute to the development and provision of a high-quality learning environment, which will meet the individual and collective needs of all pupils
- ★ ★ Liaise with and support parents and other family members as directed by the teacher/SENDCo
- ★ ★ This role may involve providing intimate care to pupils with complex needs, including with toileting, personal hygiene and ensuring their dignity and wellbeing are maintained at all times.
- ★ ★ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

ROLE DESCRIPTION

Supporting Pupils

- ★ Clarify instructions and tasks to aid understanding.
- ★ Ensure access to appropriate materials and equipment.
- ★ Motivate pupils and encourage positive behaviour and self-esteem.
- ★ Promote independence, perseverance, and responsibility.
- ★ Provide focused support for pupils with specific needs.
- ★ Supervise and organise safe, enjoyable break/lunch activities.
- ★ This role may involve providing intimate care to pupils with complex needs, including supporting with toileting, personal hygiene, and ensuring their dignity and wellbeing are maintained at all times.
- ★ Create a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for support with a range of strategies.
- ★ Be a positive role model and demonstrate consistently the positive attitudes, values and relationships, which are expected of pupils.
- ★ Understand the children will at times display crisis behaviours and manage this in a supportive, non-judgmental, non- punitive way.
- ★ Be prepared to use engagement strategies to adapt and change in response to external factors happening for the child at particular times.
- ★ Be a supportive colleague and undertake team teach training.
- ★ Have high expectations of behaviour, promoting self-control and independence of all learners.

Supporting Teaching

- ★ Assist in developing tailored support programmes and resources.
- ★ Work with individuals and small groups to support learning.
- ★ Contribute to planning, feedback, and pupil progress reviews.
- ★ Support classroom administration and special events.

Strengthening Community

- ★ Promote high standards and inclusive values.
- ★ Challenge discrimination and uphold equal opportunities.
- ★ Act as a positive role model and maintain professional relationships.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Teaching Assistant qualification		•
GCSEs (or equivalent) in English and Maths (Grade C/4 or above)	•	
First Aid qualification		•
Experience		

Understanding of a range of SEN needs (e.g, autism, ADHD, speech and language difficulties, SEMH).		•
Previous experience working with children, especially those with SEN, in an educational or care setting.	•	
Knowledge		
Up to date knowledge of good practice in Primary Education	•	
Knowledge of safeguarding and child protection procedures.	•	
Professional Skills		
Ability to support learning and development through differentiated strategies.	•	
Ability to work closely with teachers, SENCOs, and external professionals (e.g. speech therapists, educational psychologists)	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
Willingness to undertake relevant training (e.g, Team Teach, First Aid, SEND-specific CPD).	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Flexible and organised approach to work	•	
Patience, empathy, and resilience	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.

- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ Work cooperatively as part of the Trust wide staff team.
- ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org