



# **SEN Teaching Assistant**

## **St James Church of England Academy**



**St James Church of England Academy**  
**Bentley Road**  
**Nuneaton**  
**Warwickshire**  
**CV11 5RL**

**SEN Teaching Assistant**  
**26.25hours per week**  
**Grade D, SCP 4-5**

***Together, pursuing life in all its fullness***

# SEN Teaching Assistant

## About the Role

The Trust is looking to appoint an inspirational and highly effective Level 1 teaching assistant on a fixed term contract (to August 2026), who is committed to supporting St James C of E Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- Salary will be commensurate with NJC Payscale Grade D, SCP 4-5
- Eligibility to join the pension scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. ***Visits to the school are highly encouraged and you are invited to contact the school office to arrange a convenient time/date.***

Completed applications should be made via the MyNewTerm platform where you will also find the closing date.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

The date for interviews will be confirmed as soon as possible after shortlisting.

# SEN Teaching Assistant

## KEY PURPOSE

Working under the overall supervision of the SENCO, assist and support teaching and learning, provide for general care, safety and welfare of pupils and work with individuals or groups of pupils with complex health care and/or learning needs.

### Responsibility for people:

The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupils with complex learning and/or health care needs.

### Responsibility for staff:

The post has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

### Responsibility for physical resources:

The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

## ACCOUNTABILITIES

Work under the overall supervision of the SENCO.

Be expected to exercise initiative and independent action. A TA may provide specialist support in one or more specialist areas (e.g. SEN, literacy, numeracy, early years, EAL etc.)

## JOB DETAILS

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. This job description is not necessarily a comprehensive definition of the post, it will be revised at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## PRINCIPAL RESPONSIBILITIES

### CURRICULUM SUPPORT

- Support pupils' learning as directed, in context of fostering independence and self-esteem e.g. Modelling use of language appropriate to the learning, facilitating discussions and interactions, encouraging pupils to reflect on their work.

- Contribute to curriculum planning and evaluation and assist in implementation e.g. be involved in planning, delivery and evaluating a “block” of lessons
- Use pupils’ individual targets, including those detailed in EHCPs, to plan, deliver, amend/adapt curriculum delivery accordingly, including applying the advice of multi-agency professionals
- Assist in the introduction to the lesson and interact with the teacher and pupils as required.

## PUPIL SUPPORT

- Provide pupils with level and type of support specified by the teacher. Could include promoting increased attention and focusing on learning, helping with physical difficulties whilst encouraging independence e.g. with personal cleanliness, putting on shoes etc.
- Support individual or groups of pupils during independent/group work (e.g. explaining learning tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting less able pupils, extending/challenging the more able; assisting in keeping pupils focused on learning, interested, motivated and engaged).
- Support pupils in accessing the curriculum through interaction using appropriate language (including other forms of communication e.g. Makaton) and, with younger pupils, extend play-based learning in both the indoor and outdoor classroom.
- Assist pupils in the development of communication skills and role play activity eg, use of communication modes
- Assist in the personal, social and emotional development of pupils and in the development of self-esteem.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns in pupils and report these to the teacher.
- Be authorised to use physical intervention strategies following training e.g. TEAM TEACH.
- Assist with the supervision of pupils, including accompanying small groups of pupils on short trips off the school premises, under the supervision of the responsible teacher, in accordance with an appropriate risk assessment and LEA guidance.
- Provide for physical care of pupils, including manual handling; interactive communication; physiotherapy; supervision
- Assist and support pupils with personal care – e.g. changing, toileting, showering, washing, dressing, undressing, care of clothes, personal hygiene
- Assist with the supervision of pupils e.g. as they arrive/leave class and at break time and when required at lunchtime.
- Assist pupils with feeding and medication administration where appropriate

## TEACHER SUPPORT

- Monitor individual or group achievement of key objectives and feedback to the SENCO.
- Be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment and materials as appropriate.
- Contribute to the assessment of pupils by teachers through observation and reporting.
- Record information, verbally and/or in writing, relevant to the assessment and review of pupils’ progress.

- Provide feedback to the SENCO about the learning activities, responses to them and the support provided.
- Attend EHCP/ annual review meetings, if appropriate.
- Support the implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Undertake appropriate administrative tasks e.g. filing/storing examples of pupils' work.

## **SCHOOL SUPPORT**

- Liaise effectively with parents/carers, sharing and providing information relevant to the role.
- Attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- Participation in induction training for teaching assistants and staff review/performance process and make use of professional development opportunities.
- Maintain confidentiality according to organisation and legal requirements, adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.
- Be aware of and practice within equal opportunities policies and principles and health and safety regulations. Seek to prevent accidents and report these to the designated person in the school.
- Be aware of and practice according to the Safeguarding and/or Child Protection Policy.
- Undertake other duties that can reasonably be expected of and are relevant to the level and nature of the post

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities, Qualifications and Experience</b>						
<b>Qualifications, Knowledge and Experience</b>						
1	Hold a recognised and relevant NVQ level 2 qualification.		✓	✓		
2	Minimum of GCSE/ (or equivalent) English and Math at grades A – C.		✓	✓		
3	Have good communication and listening skills and be able to present information verbally and in writing to others.	✓		✓		
4	Have experience of supporting pupils with additional needs, including speech and language.		✓	✓		
5	Have good level of knowledge and understanding of SEN		✓	✓	✓	✓
6	Have good level of knowledge and understanding of EYFS		✓	✓	✓	✓
7	Experience of supporting pupils personal care needs (with training and supervision) and provide care for specified pupils, or willingness to undertake relevant training in order to do so.	✓		✓	✓	✓
8	Experience of supporting pupils from a range of cultural backgrounds, including GRT.		✓	✓	✓	✓
<b>Personal Qualities</b>						
1	Approachable, caring and empathetic.	✓		✓	✓	✓
2	Works well as part of a team.	✓		✓	✓	✓
3	Flexible, listens and is prepared to seek advice and support.	✓		✓	✓	✓
4	Demonstrates a concern for the pastoral & spiritual welfare of all in the school.	✓		✓	✓	✓
5	Committed to continuing professional development for self and others.	✓		✓	✓	✓
6	Committed to active parental involvement.	✓		✓	✓	✓
7	Able to deal sensitively with people and resolve conflict.	✓		✓	✓	✓
8	Commitment to making learning fun.	✓		✓	✓	✓
9	Supportive of our church school ethos, our vision and our values.	✓		✓	✓	✓

I, Jenny Scott-Scott, hereby confirm that I have received a copy of the job description for the post of Level 1 Teaching Assistant at St James Church of England Academy.

Signed.....

Date.....