



# 1:1 SEND Teaching Assistant Job Description

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## Post Title:

SEND Teaching Assistant

## Purpose:

Provide dedicated support to students with Special Educational Needs and Disabilities (SEND), fostering an inclusive, safe, and nurturing primary school environment to support their learning and development.

## Reporting to:

SENDCo and SEND Manager

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## Main (Core) Duties

### Safeguarding Responsibilities

The post holder is responsible for safeguarding and promoting the welfare of children at all times.

### Support for Students

- Provide tailored support for students on the SEND register, ensuring their safety, well-being, and full access to learning.
- Assist in the creation and regular review of individual pupil profiles and Education, Health, and Care Plans (EHCPs).
- Build positive relationships with students, offering individualized attention and care to meet their unique needs.
- Promote inclusion by encouraging active participation and engagement with peers and activities.
- Set achievable yet challenging goals to foster self-esteem, independence, and academic progress.

- Provide structured and constructive feedback on progress, working under the teacher's guidance.

## **Support for Teachers**

- Collaborate with teachers to create an inclusive and supportive learning environment tailored to SEND needs.
- Assist with planning and delivering differentiated learning activities.
- Monitor, assess, and report on student progress to inform teaching strategies.
- Support the implementation of behavior management strategies, promoting a positive and respectful classroom atmosphere.
- Build strong relationships with parents and carers to support student development.
- Help prepare resources and provide administrative support, including assistance with SEND documentation.

## **Support for the Curriculum**

- Adapt and deliver structured learning activities to accommodate the diverse needs of SEND students.
- Support the integration of assistive technology and ICT tools to enhance student learning and independence.
- Maintain and prepare specialized resources for SEND learning activities, ensuring accessibility for all students.

## **Support for the School**

- Uphold school policies related to child protection, inclusion, confidentiality, and health and safety.
  - Contribute actively to the school's ethos, focusing on inclusivity and equal opportunities for SEND students.
  - Participate in SEND-specific training, professional development, and relevant meetings.
  - Supervise students during non-classroom times, ensuring their safety and well-being.
  - Accompany students and staff on school trips, providing focused support for SEND students as needed.
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# Experience and Person Specification

## Essential Qualifications

- Good numeracy and literacy skills.
- GCSE grade C in English and Maths

## Skills and Attributes:

- Strong understanding of SEND and child development.
- Effective use of ICT to support learning and accessibility.
- Ability to assess individual learning needs and implement strategies for improvement.
- Excellent communication and interpersonal skills to engage with children, parents, and professionals.
- Proven ability to work collaboratively within a team and independently.
- Commitment to promoting inclusivity and supporting diversity.

## Desirable Experience:

- Previous experience working with primary-aged children with SEND.
- Knowledge of Education, Health, and Care Plans (EHCPs) and SEND frameworks.
- Training in behaviour management and de-escalation strategies.

## Additional Expectations:

- Flexibility and willingness to undertake additional tasks as required.
- Maintain professionalism and courtesy with colleagues, students, and visitors.

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## Equality and Accessibility

Woodfall Primary School is committed to fostering an inclusive environment and providing equal access to employment opportunities. Reasonable adjustments will be made to accommodate applicants or employees with disabilities.

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*This job description is current as of the stated date. It may be updated following consultation to reflect changes commensurate with the role and responsibilities.*