

SEND TEACHING ASSISTANT Job Description

JOB TITLE: Special Educational Needs Teaching Assistant

SALARY: Grade 5 or 6 depending on experience

RESPONSIBLE TO: SENCO

MAIN PURPOSE OF THE ROLE

To work under the instruction/guidance of teaching/senior staff to support the social and educational inclusion of children with special educational needs. Work may be carried out in the classroom or outside the main teaching area.

Duties and Responsibilities:

Support for Children

- Provide one-to-one and small group support for pupils with special educational needs and/or disabilities.
- Assist pupils in accessing the curriculum in line with their Education, Health and Care Plan (EHCP) or Individual Education Plan (IEP).
- Adapt learning materials and activities to meet individual needs.
- Support pupils with communication, social interaction, emotional regulation, and behaviour.

Classroom Support

- Work alongside the class teacher to deliver differentiated lessons.
- Help set up and organise classroom resources and learning environments.
- Reinforce learning objectives and support pupils to stay engaged and focused.
- Promote inclusion by encouraging participation in all classroom activities.

Behaviour and Emotional Support

- Implement behaviour support plans and strategies consistently.
- Support pupils in managing anxiety, sensory needs, and emotional challenges.
- Use positive reinforcement and de-escalation techniques where appropriate.
- Promote independence and self-esteem.

Personal Care and Wellbeing (where required)

- Assist with personal care needs (where applicable).
- Ensure pupils' health, safety, and wellbeing at all times.
- Administer medication or support medical needs in line with school policies (if trained).

Monitoring and Assessment

- Observe and record pupils' progress, behaviour, and achievements.
- Provide feedback to teachers and SENCO (Special Educational Needs Coordinator).

- Support the implementation and review of EHCP/IEP targets.
- Contribute to reports and meetings when required.

Collaboration and Communication

- Work closely with teachers, SENCOs, therapists, and external professionals.
- Communicate effectively with parents/carers where appropriate.
- Attend meetings, training sessions, and professional development activities.

Promoting Inclusion

- Support the school's inclusive ethos and equality of opportunity.
- Encourage independence and social integration among pupils.
- Support pupils during break times, transitions, trips, and extracurricular activities.

Safeguarding and Compliance

- Follow all safeguarding, child protection, and health & safety policies.
- Maintain confidentiality and handle sensitive information appropriately.
- Ensure compliance with school policies and SEND legislation.