



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Teaching Assistant -
SEND

Highgate Primary
Academy

ROLE SPECIFICATION

Academy / Department	Highgate Primary Academy
Post title	Teaching Assistant - SEND
Responsible to	SENDCO
Full time Salary	SCP6 – SCP8
Pro-Rata Actual Salary	£12,230 - £12,623 per annum
Working Pattern	Permanent, Term Time Only - 39 Weeks
Pension	Local Government Pension Scheme
Working Hours	Monday to Friday – 08:30am – 13:00pm, 20hrs per week
Line Management Responsibility	No

ROLE SUMMARY

As a Teaching Assistant with a focus on SEND, you will play a vital role in helping children with special educational needs and disabilities access learning and thrive within the classroom environment. 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 assist with the class teachers (and other professionals as appropriate), in the development of suitable programmes for Learning Plans / My Plans / Educational, Health & Care Plans
- ★* 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.

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.

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		
Level 2 or Level 3 Teaching Assistant qualification (or equivalent) is desirable		•
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

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