

Job Description & Person Specification

JOB TITLE	SEN Teaching Assistant				
RESPONSIBLE TO	Headteacher				
SUPERVISES	N/A				
GRADE	G4	Hours		Weeks	

JOB PURPOSE

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management

MAIN RESPONSIBILITIES

1	G4: Working under the direct instruction of teaching/senior staff, usually the classroom teacher:
2	Supporting pupils
	• Build positive relationships with pupils, promoting high self-esteem and independence • Adapt communication style to respond to pupils according to their individual needs • Support pupils with their social, emotional, physical and mental health needs, escalating concerns where appropriate • Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention • Assist with the development and delivery of individual education and support plans
3	Teaching and Learning
	• Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning • Use IT skills to advance pupils' learning • Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning • Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment • Monitor, record and report on progress and attainment • Supervise a class if the teacher is temporarily unavailable • Contribute to the overall ethos, aims and work of the school • Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)
4	Working with staff, parents/carers and relevant professionals
	• Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision • Communicate effectively with parents and carers under the direction of teachers

Job Description & Person Specification

	• Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers • Collaborate and work with colleagues and other relevant professionals within and beyond the school • Develop effective professional relationships with colleagues
5	Professional development
	• Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school • Take part in the school's appraisal procedures
6	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager
7	To actively promote the safeguarding and welfare of pupils at all times working in line with the statutory safeguarding guidance (eg: Keeping Children Safe in Education, Prevent) and the Trust and School Safeguarding and Child Protection Policies.
8	Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Job Description & Person Specification

Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	• Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience planning and delivering learning activities
Skills and knowledge	➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ➤ Excellent verbal communication skills ➤ Ability to work as part of a team and to be flexible in their approach to daily routines ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good IT skills, particularly using IT to support learning
Personal qualities	➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 27/07/26

Next review date: [date when this document will next be reviewed]

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
