



*Motivated to learn, empowered to achieve*

**Ottershaw Christ Church C of E Junior School**

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**Teaching Assistant/SEN TA Job Profile  
2025-2026**

**Job Purposes**

- To support the teacher with their responsibility for the development and education of children with additional learning needs ensuring that individual needs are met.
- To support and attend to the medical needs of a child, following the agreed care plan to meet their needs, should the need arise.
- To assist in the supervision of children both in the dining area and in play areas to ensure the orderly conduct, welfare and safety of pupils during school lunch breaks.
- To use routine supervision and care skills to support a pupil or group of pupils, enabling children who have physical, emotional or behavioural educational needs to achieve maximum access to the national curriculum and to integrate as fully as possible in the activities generally undertaken by pupils at the school.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome multi barriers to learning including physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work 1:1 to support a pupil with a current or anticipated EHCP.

**Key Accountabilities**

**Support for Pupils**

- Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes taking into account SEN additional requirements.
- To support and attend to the medical needs of a child, following the agreed care plan to meet their needs.
- To encourage pupils to interact with others and engage in activities led by the teacher, which may include participating in physical activities with the pupils.
- To have some knowledge of special educational needs and to recognise that pupils may have communication difficulties and be able to use alternative communication techniques if required.
- Working closely with other professionals and following their designed programme for individual pupils i.e. occupational health, speech therapists and physiotherapists.
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled and have emotional and behavioural difficulties.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance.



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### **Support for the teacher**

- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To provide regular feedback to teachers, the Inclusion Leader and to other professionals on pupils' achievement and progress.
- To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting individual education plan (IEP) targets.
- Works as part of a team and shares best practice to ensure that the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
- Liaise with parents in negotiation with the class teacher, and be the conduit for daily contact with parents for the child with medical needs.
- Maintains confidentiality inside and outside the workplace.
- Understands and applies school policies.

### **Skills and Competencies required**

- NVQ Level 3 in Childcare/Early Years or Education is preferable.
- NVQ Level 2 in Childcare/Early Years or Education is required.
- Good level of written and spoken English.
- Numerate.
- Basic IT skills.
- Able to work as part of a team .
- Able to plan and prioritise regular and irregular tasks.
- Able to clarify and explain instructions to pupils.
- Able to communicate effectively with pupils, parents and outside agencies.
- Able to motivate pupils to learn.
- Able to assist with the organisation of the learning environment.
- Able to undertake routine tasks under the direction of a teacher.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.
- Social skills and a cultural understanding.
- Able to maintain confidentiality.

### **Qualifications & Training**

- Good general education.
- TAs should have at least an NVQ2 or equivalent in Numeracy and Literacy.
- TAs should have at least an NVQ2 and preferably an NVQ3 in Childcare/Early Years or Education,

Training and development will include:



# Ottershaw Christ Church C of E Infant and Junior Schools

Academies in The Good Shepherd Trust

Headteacher - Mrs J Hastings

[www.ottershawcofeschools.surrey.sch.uk](http://www.ottershawcofeschools.surrey.sch.uk)



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- Induction training
- On job training
- Training for specific responsibilities of the post – including support from the SENCO and UCLH to enable you to safely monitor and administer medication when required to a child with specific medical needs.