



HamiltonSchool

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY



JOB DESCRIPTION

Role

SEN Teaching Assistant

Grade

Grade 5 (Spinal point 12–17)

Purpose

The SEN Teaching Assistant supports the delivery of high-quality teaching and learning by working with teachers to enable students with special educational needs and additional learning needs to access the curriculum, engage positively in learning and develop their academic, social and emotional skills. The postholder supports students to develop independence and resilience, regulate emotions and behaviour, build positive relationships with adults and peers and achieve their individual learning and personal development targets. The role includes using agreed positive behaviour support strategies, trauma-informed approaches and de-escalation techniques to support student wellbeing and maintain a safe, structured and inclusive learning environment.

Staff Responsibilities

No line management responsibility. No staff group responsibility.

Deployment

Fixed-site deployment within a Trust school, with occasional cross-Trust support in accordance with operational requirements.

Financial Accountability

No budgetary responsibility.



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Key accountabilities

Teaching and Learning: support teachers to deliver learning activities that enable students to access and engage with the curriculum, develop confidence and independence and make progress in line with their individual needs and targets; Assessment: observe student engagement and learning, identify barriers and provide accurate feedback to teachers and SEND colleagues to inform teaching approaches, assessment and support strategies; Behaviour Management and Student Wellbeing: contribute to a safe, structured and inclusive learning environment by modelling high expectations, supporting agreed behaviour routines and using positive, relationship-based and de-escalation approaches to promote engagement, emotional regulation and wellbeing; Pastoral and Inclusion: work collaboratively with teachers, SEND colleagues and other professionals to implement appropriate support strategies and interventions so that students with additional needs can participate fully in learning and wider school life; Trust Culture: promote the values and expectations of Maiden Erlegh Trust through professional conduct, collaborative working and contribution to a positive, inclusive and respectful learning environment.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.



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Main duties and accountabilities

Teaching and Learning

- Liaise with the class teacher to understand lesson objectives, planned activities and individual student support needs.
- Support individual students and small groups to understand instructions, access learning tasks and remain engaged in lessons.
- Support students to develop independent learning skills, confidence and resilience.
- Use prompts, modelling, scaffolding and questioning to support student understanding, participation and engagement in learning.
- Assist students to use learning resources, equipment and materials appropriately.
- Support literacy and numeracy development, including reading, writing, spelling and communication skills.
- Encourage students to participate in discussion, questioning and collaborative learning.
- Provide constructive feedback to students to support reflection and progress.
- Support the delivery of structured interventions where required.
- Assist with homework clubs, subject support sessions and additional learning activities.
- Prepare and organise learning resources and materials required for lessons and learning activities.
- Lead or support small intervention groups as directed by the SENCO or SEND Manager.

Assessment

- Observe student engagement and understanding during lessons and share feedback with the teacher regarding progress, achievements or concerns.
- Assist in monitoring student learning and recording observations or outcomes where directed by the teacher or SEND colleagues.



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- Contribute to the assessment of student learning by supporting activities that allow teachers to gather evidence of progress and develop an accurate understanding of individual learning needs.

Behaviour Management and Student Wellbeing

- Establish positive, trusting and consistent relationships with students to support engagement, emotional regulation and wellbeing.
- Act as a positive role model by demonstrating respectful and calm communication.
- Support the implementation of the school behaviour policy and agreed classroom routines.
- Use positive behaviour management strategies to encourage engagement and appropriate behaviour.
- Support students to develop self-regulation, resilience and coping strategies.
- Use CPI-informed approaches and de-escalation strategies to support students experiencing emotional distress or behavioural escalation.
- Recognise early signs of dysregulation and respond appropriately using agreed support strategies.
- Support restorative approaches and reflection following incidents.
- Participate in supervision duties as directed by the SEND Manager or SENCO.
- Support students outside the classroom when required to help them regulate emotions and return to learning.
- In line with training and school policy, assist with physical intervention only as a last resort to maintain safety.
- Participate in behaviour management, de-escalation and CPI training as required by the school

Pastoral and Inclusion

- Support students with SEND and SEMH needs using agreed strategies and interventions.



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- Deliver targeted interventions for individual students or small groups.
- Help students develop confidence, resilience and independence.
- Support students during examinations or assessments as a reader, scribe or prompt where required.
- Contribute to a culture of inclusion where all students feel safe, respected and supported.

Trust Culture

- Promote the values, ethos and expectations of Maiden Erlegh Trust through professional conduct and collaborative working with colleagues.
- Contribute to the wider life of the school through participation in activities that support students' personal development where appropriate.
- Work constructively with teachers and colleagues to support a positive, inclusive and respectful learning environment and strengthen collaborative professional practice.

Other

- Support different classes, subjects, year groups or learning environments as directed to meet student needs and support effective curriculum delivery.
- Undertake other duties that reasonably fall within the scope of the role following consultation with the postholder.

Other requirements and responsibilities

- The postholder must comply with all Trust policies and procedures including safeguarding, child protection, behaviour, GDPR, health and safety and acceptable use policies.
- The postholder must promote and safeguard the welfare of children and young people and report any safeguarding concerns in line with Trust safeguarding procedures.



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- The postholder must maintain confidentiality in relation to students, colleagues and Trust matters.
- The postholder must participate in professional development, training and appraisal processes as required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with the postholder.
- All posts require satisfactory employment checks, references and an enhanced Disclosure and Barring Service check.