



## Job Description for SEND TEACHING ASSISTANT

### Mission statement: “We do our best following in the footsteps of Jesus”

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

#### Purpose of the Role

To support the learning, personal development and inclusion of pupils with Special Educational Needs and Disabilities (SEND), ensuring they are able to fully access a broad and balanced curriculum and flourish both academically and socially within our nurturing Catholic school community.

#### Key Responsibilities

##### 1. Teaching and Learning

- Support pupils with SEND on a 1:1 basis and/or in small groups under the direction of the Class Teacher, SEND Lead and Headteacher
- Assist in the implementation of **My Plans/My Plan+** and other personalised provision, monitoring progress and contributing to reviews
- Deliver structured interventions and targeted support programmes consistently and effectively
- Adapt learning activities to meet individual needs, ensuring pupils are supported to achieve their full potential
- Provide clear, constructive feedback to pupils on their learning, under teacher guidance
- Support the development of pupils’ communication skills, including the use of strategies such as Makaton or AAC where appropriate
- Follow specialist programmes (e.g. therapy or sensory programmes) accurately and consistently

##### 2. Pupil Wellbeing and Inclusion

- Promote pupils’ social, emotional and mental wellbeing through nurturing, patient and consistent support
- Build strong, trusting relationships with pupils, demonstrating high levels of emotional intelligence
- Act as a positive role model, promoting independence, resilience and confidence
- Provide a listening ear to pupils and respond appropriately to concerns, reporting safeguarding issues in line with school procedures
- Support pupils during unstructured times (e.g. break/lunchtime) to ensure their safety and inclusion

##### 3. Working with Staff, Parents and Professionals

- Work collaboratively with class teachers, the SEND Lead, pastoral staff and external professionals (e.g. speech and language therapists, educational psychologists)
- Communicate effectively with parents/carers, contributing to a positive partnership that supports pupil progress
- Contribute to meetings and reviews relating to pupils with SEND

#### **4. Assessment, Recording and Administration**

- Support the assessment of pupils' progress and maintain accurate records
- Assist in preparing resources and learning materials tailored to individual needs
- Prepare and maintain displays that celebrate pupils' achievements
- Undertake general administrative tasks to support teaching and learning

#### **5. Standards and Professional Responsibilities**

- Uphold and actively support the Catholic ethos and values of the school
- Demonstrate high expectations for all pupils, particularly those with SEND
- Maintain confidentiality at all times
- Attend staff meetings, training and professional development opportunities
- Be proactive in health and safety, including providing first aid where required
- Be flexible and adaptable in response to the needs of the school

#### **Key Skills and Attributes**

- Ability to build strong, positive relationships with pupils with SEND
- Patience, empathy and resilience
- Strong communication and teamwork skills
- Ability to deliver consistent, structured support
- Commitment to inclusive education and high expectations for all

#### **Safeguarding**

The Rosary Catholic Primary School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to follow all safeguarding policies and procedures and undertake an enhanced DBS check.

We are seeking a committed and compassionate SEND Teaching Assistant who will play a vital role in ensuring every child at The Rosary feels valued, supported and able to succeed, living out our mission *“following in the footsteps of Jesus.”*