



Job Description

Job Title:	SEN Teaching Assistant (Individual Pupils)
Grade:	Bucks Pay Range 2-3 (based on previous experience for the role)
Reporting to:	Headteacher/SENCo
Overall purpose:	To provide support and assistance to the SENCo and designated Classroom Teacher(s) for individual pupils and small groups of pupils with a wide range of learning, physical, social, emotional or behavioural difficulties
Closing date:	Monday 1st June 2026 12:00

Main Duties and Responsibilities:

Classroom Preparation

- To prepare the classroom and associated areas for use, setting out/putting away equipment, apparatus etc.
- Make up and maintain work or topic cards/sheets/books and other teaching aids – as necessary. To prepare work and notices for display or other purposes. Assist with/arrange displays and interest tables. Planning and Organisation
- To participate in the planning process and discuss with relevant members of staff programmes for the lesson/day/week/term.
- To assist with the general management and organisation of children and resources and equipment relating to the support of children.
- To assist with planning, organising and supervising educational visits and outings.

Working with Children

- Under the guidance/direction of relevant member(s) of staff:
- To assist with the implementation of specific learning, behavioural modification and therapy programme(s).
- To work with individual pupils on a 1-1 basis, groups or classes of children on National Curriculum or appropriate activities.
- To assist with the supervision of children within classroom and cloakroom settings, at play times, on outings and educational visits
- To assist children with toileting (if required) and management of personal hygiene skills
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly. To re-focus children and ensure that they are 'kept on task'.
- To provide short term cover supervision for a class of children.
- To guide and assist the development of children's social behaviour, attitudes and skills, independence skills, language, literacy, mathematical, scientific, humanities, technological, manipulative and physical skills.
- To assist in the implementation, delivery and monitoring of activities outlined in an individual provision map or Education and Health Care Plan as prepared by the class teacher or SENDCo. Assessment of Children
- General observation of children, giving feedback to appropriate staff - as relevant.
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and to discuss these with relevant member(s) of the teaching staff.

- To contribute to formal recording procedures.
- To assist with assessment activities.

Care and Welfare

- To deal with minor medical needs.
- To ensure Health and Safety Regulations are complied with at all times.
- To promote the school's behaviour policy when supervising and monitoring playtimes.

Safeguarding

- To read and fully understand part one of Keeping Children Safe in Education.
- To read and fully understand the school's Child Protections Policy.
- To read and fully understand any other policy that the Head Teacher deems necessary in ensuring the safety of children.
- To engage with safeguarding children such as basic child protection and Prevent

Other Associated Tasks

Such as:

- Attending relevant courses/training to develop experience and broaden awareness
- Participating in all aspects of School life within contracted hours
- Reinforcing the standards and expectations that exist within the School
- Attend INSET Days and Staff Meetings as appropriate
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the School within the local community.
- To participate with the School's appraisal process.

This post requires a DBS check as it is classed as regulated activity. An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment.

Job Description Reviewed: May 2026

Signed: _____

Dated: _____

