

Job Description



St Augustine's Catholic Primary School, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.

Post Title	SEND Teaching Assistant	Post No	
School	St Augustine's Catholic Primary School		
Salary Band/Range	Band B (Range 3-5)		
Responsible to	Phase Leader or SENDCo		
Location	Solihull		
DBS Check	Enhanced		
Special Conditions	39 weeks per year (INSET days included)		
1.	Job Purpose		
	To support the class teacher or other teaching assistants in providing and promoting an environment suitable for the development of children.		
2.	Key Responsibilities		
	2.1	Main Duties	
		<p>Under the direction and supervision of a qualified teacher</p> <ul style="list-style-type: none"> To contribute to the school ethos, promote the Gospel Virtues, work with colleagues and develop a positive learning/working environment. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. To assist the teacher with planned activities within the classroom, supporting groups of pupils or working with pupils on a 1:1 basis (from EYFS through to Year 6). Deliver interventions with groups or individuals, as appropriate, to meet their needs. To develop pupil's learning through play within Early Years (e.g. play partner), if required. Prepare resources that are required for specific interventions, through liaising with the Class Teacher and SENDCo. To support pupils to be independent, by guiding them with tasks. To listen to pupils read and maintain a record. To carry out guided reading or phonics with small groups. Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide suitable feedback to Class Teacher on pupil progress. To assist the teacher or SENDCo during meetings with parents/guardians or professionals. Assist pupils with integration into the normal routine of the classroom. Attend staff meetings and other school events, as required. To display and present pupil's work, creating a stimulating learning environment. Assist pupils with personal hygiene routines e.g. hand washing and toilets. Deal with minor accidents and administer first aid. Supervise groups of pupils on visits or trips, as directed by the Class Teacher. To pass on sensitive information relating to pupils in a professional manner. To undertake any other duties that can be reasonably expected of and are relevant to the nature of the post. 	

2.2	People
	The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. The post holder must read and understand Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out and complete any related online training and assessments.
2.4	Financial
	The job involves little direct responsibility for financial resources, e.g. Fundraising or charities.
2.5	Buildings & Equipment
	To ensure safe and proper use of equipment.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies. Complete Health & Safety training, as required.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing demands or needs within the school, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.6	Core Qualities & Leadership Framework
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
Compiled/Reviewed by	
Mrs J Foley – Head Teacher	
Date	
Academic Year 2026-27	
Name	
Signature	