



St Joseph's  
CATHOLIC PRIMARY SCHOOL

"Jesus light our way on our faith journey.  
Be our guide, our joy and hope,  
as we learn, live, love and pray together"

Rocky Lane, Nechells, Birmingham, B7 5HA

**Tel:** 0121 464 8140

**Email:** enquiry@stjosb7.bham.sch.uk

**Website:** www.stjosb7.bham.sch.uk

Headteacher: Mrs M Ashley



## Level 3 SEND Teaching Assistant Job Description

**Post: Level 3 SEND Teaching Assistant**

**Responsible to: Members of the SLT and the HLTA**

**Position: Full time (32.5 hours a week), Term-time only**

**Contract type: Permanent**

**Salary: £27,254 to £33,699**

### Main purpose of the post:

- Provide targeted SEN support to students, adapting lessons to individual needs.
- Assist with behavioural management and emotional regulation strategies.
- Work closely with teachers and SENCOs to deliver Individual Education Plans (IEPs) and Educational Health Care Plans (EHCPs).
- Help create an inclusive and structured learning environment.
- Support students' academic progress and personal development.

### Main Duties / Responsibilities:

Supporting pupils
Build positive relationships with pupils, promoting high self-esteem and independence.
Adapt communication style to respond to pupils according to their individual needs.
Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.
Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.
Assist with the development and delivery of individual education and support plans.
Listen to children read, read to them and tell them stories.
Use effective behaviour management strategies consistently in line with the school's policy and procedures.
Create displays from pupils' work.
Develop knowledge of the learning support needs of individual pupils.
Observe pupil performance and pass observations on to the class teacher / SENDCO.
Meet physical needs as required while encouraging independence.
Assist with the development and implementation of EHC plans.
Help out with school events, trips and activities.



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<b>Planning</b>
Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
Read and understand lesson plans shared prior to lessons, if available.
Prepare the classroom for lessons.
<b>Teaching and Learning</b>
Contribute to the planning of differentiated learning activities for individual or small groups of pupils with SEN.
Support the teacher / SENDCO in adaptive teaching, so that all pupils can access the same curriculum expectations through modified resources and support .
Adapt the level of support offered according to the task and the needs of the pupil, allowing pupils to work as independently as possible.
Use IT skills to advance pupils' learning.
Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning.
<b>Working with staff, parents/carers and relevant professionals</b>
Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
With the class teacher / SENDCO, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
Take part in training, meetings and reviews.
Develop effective professional relationships with colleagues.
<b>Health and safety</b>
Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
Look after children who are upset or have had accidents.
<b>Professional Development</b>
Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.



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Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
Maintain a professional portfolio of evidence to support the performance appraisal process.
Take part in the school's appraisal procedures.
Work with other support staff within the school, to support with pupil's learning.
Engage in the CPD opportunities offered, as well as additional CPD undertaken during personal time.
Develop own practice through professional development opportunities offered by the headteacher, and by keeping abreast of new initiatives.
<b>Safeguarding</b>
Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
Promote the safeguarding of all pupils in the school.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Head Teacher to ensure the smooth running of the school

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

**Closing Date of Application: 12:00pm – Wednesday 10<sup>th</sup> June 2026**



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## Personal Specification – Level 3 SEND Teaching Assistant

Category	Essential	Desirable
<b>1. Qualifications and experience</b>	<ul style="list-style-type: none"><li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.</li><li>Relevant qualification with regard to working with children, such as NVQ 3.</li><li>First-aid training, or willingness to complete it.</li><li>Previous experience working with SEND children.</li><li>Knowledge and understanding of child development and children's and families' needs.</li><li>Experience planning and delivering learning activities.</li><li>Be willing to undertake further training.</li></ul>	<ul style="list-style-type: none"><li>Previous experience working in a school and/or Resource Base setting.</li></ul>
<b>2. Organisation</b>	<ul style="list-style-type: none"><li>Ability to plan and organise.</li><li>Ability to recognise and identify problems.</li><li>Ability to record and pass on information accurately.</li><li>Understanding of the importance of parental involvement.</li></ul>	<ul style="list-style-type: none"><li>Ability to cope with many roles/responsibilities.</li></ul>
<b>3. Skills and Knowledge</b>	<ul style="list-style-type: none"><li>Ability to encourage and enable others to develop their full potential.</li><li>Good literacy and numeracy skills.</li><li>Good organisational skills.</li><li>Ability to build effective working relationships with pupils and adults.</li><li>Skills and expertise in understanding the needs of all pupils.</li><li>Knowledge of how to help adapt and deliver support to meet individual needs.</li><li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</li><li>Excellent verbal communication skills.</li><li>Active listening skills.</li></ul>	<ul style="list-style-type: none"><li>First aid, music, arts and crafts, computing.</li><li>Any extra interests related to childcare.</li></ul>



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	<ul style="list-style-type: none"> <li>• The ability to remain calm in stressful situations.</li> <li>• Knowledge of guidance and requirements around safeguarding children.</li> <li>• Good ICT skills, particularly using ICT to support learning.</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context.</li> </ul>	
<b>4. Disposition and attitudes</b>	<ul style="list-style-type: none"> <li>• Ability to build relationships and to lead and work as part of a team.</li> <li>• A friendly, helpful, caring and flexible approach.</li> <li>• Open-mindedness and patience.</li> <li>• A commitment to equal opportunities.</li> <li>• Ability to maintain confidentiality in all school matters.</li> <li>• Ability to relate well to other professionals.</li> </ul>	<ul style="list-style-type: none"> <li>• High levels of self-confidence.</li> </ul>
<b>5. Physical attributes and other circumstances</b>	<ul style="list-style-type: none"> <li>• Ability to physically fulfil the responsibilities of the post.</li> <li>• Willingness and ability to attend appropriate meetings and training.</li> <li>• Reasonable personal presentation.</li> <li>• Excellent punctuality.</li> <li>• Enjoyment of working with children.</li> <li>• Sensitivity and understanding, to help build good relationships with pupils.</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.</li> <li>• Commitment to safeguarding pupils' wellbeing and equality.</li> <li>• Resilient, positive, forward-looking and enthusiastic about making a difference.</li> <li>• Capacity to inspire, motivate and challenge children and young people.</li> <li>• To support the Catholic ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach.</li> </ul>

This job description may be amended at any time in consultation with the post holder.

*Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. In accordance with Safer Recruitment guidelines and KCSIE, references will be taken up before interview (**2 suitable references must be provided**), identity checks undertaken, a prohibition check done, if shortlisted a Google Internet search will be conducted and **a social media check will be undertaken for the successful candidates, as part of our due diligence**. Any offer of employment to the above post will be subject to an enhanced DBS check from the Disclosure & Barring Service,*



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*a satisfactory social media check and a medical fitness check. All applicants must be able to provide documentation to prove their right to work in the UK. If you have any questions regarding this process, please email [enquiry@stjosb7.bham.sch.uk](mailto:enquiry@stjosb7.bham.sch.uk)*

*This post is covered by **Part 7 of the Immigration Act (2016)**. Therefore, the successful applicant must have the ability to speak fluent and spoken English, as it is an essential requirement for this role.*

***This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.** Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

**Safeguarding is our top priority.** We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of pupils. Our school's Safeguarding and Child Protection policy can be found at: <https://www.stjosb7.bham.sch.uk/key-information/policies/>