



Windrush Church of England Primary School

SEND Teaching Assistant

Job Description

Title and Grade of Post: SEND Teaching Assistant

Reporting to: Assistant Headteacher for Inclusion

Scale Grade 4 points 4-5

Permanent

Hours: 32.5

Monday to Friday 8.30am to 3.30pm

Start Date: November 2025

Purpose of the role:

This role is working alongside our SEND Teacher within our Communication and Interaction Resource Base to provide support for all the children to flourish in their learning and development. The role will expect the person to work closely with children with SEND whilst raising self-esteem for all children and to promote and uphold the Vision, Ethos and Values of our school. Our resource base is due to open in January 2026, prior to this, the successful candidate will support children with SEND across our school and will support with the preparation of the opening of the base.

Primary Responsibilities:

- To be a member of the team contributing to high quality inclusive practice, ensuring the best possible progress for all children.
- To support the learning of the children while they are taught in the resource base and during their time in mainstream classrooms.
- To communicate effectively with the AHT Inclusion, Resource Base Teacher and mainstream class teachers to ensure strategies are consistently being used between all classrooms.
- To facilitate learning by supporting the needs of individual pupils and groups of pupils in accordance with the school policies and government initiatives in the pursuit of high standards of children's achievement.
- To provide a high standard of physical, emotional, social and intellectual care for pupils in the class.
- To be a role model of high expectations and aspirations for children, colleagues and other members of the school community.
- To carry out appropriate classroom management tasks in respect of resources and equipment to ensure the successful implementation of school activities.

- To work as part of the school team in pursuant of its objectives.
- To be aware of relevant school policies in carrying out day-to-day tasks and duties.
- To undertake continuous professional development and undertake training appropriate to skills, experience and needs of the school.
- To undertake personal care for children where needed.
- To help promote equal opportunities within the school.
- Maintain confidentiality in all matters relative to the school.
- Provide cover in all classrooms as and when directed by the Senior Leadership Team (where appropriate).
- Follow the school's behaviour, safety and safeguarding policy.
- Attend training and meetings as required.
- To provide active teaching support in accordance with the provisions of the Education Acts, Health & Safety Policies, and the articles of government of the school and any related orders and regulations.

Applicable Contract Terms and Duties

Employed for 38 weeks of the year term time only.

Hours 32.5

Other Duties and Responsibilities

- Implement the School's equal opportunities policy fully and to work actively to overcome discrimination and stereotyping.
- At all times to carry out responsibilities/duties within the framework of the Schools Dignity at Work Policy.

Job Specification for Teaching Assistant

Essential Personal Criteria

- A passionate belief in children's entitlement to high quality learning opportunities
- High expectations of the children in your care
- Ability to motivate and instill respect and empathy in children
- Ability to forge positive relationships with children
- A sense of humour and fun

- Ability to use initiative
- Flexibility
- Good time management skills
- Good communication skills, both oral and written

Essential Professional Criteria

- Experience of working with Nursery aged children
- Level 3 qualification or equivalent
- Knowledge and understanding of child development
- Evidence of forging positive relationships with others
- Evidence of further professional development
- Evidence of implementing good behaviour management strategies with the whole class
- Good literacy and numeracy skills
- ICT capability
- Good organisational skills
- Ability to work well within a team and in partnership with colleagues and with parents
- A commitment to your own continuing professional development
- Pride in your professional achievements
- Capability to fulfil the requirements of the attached job description

Other Desirable Criteria

- Specific interest or specialism in special needs, or another area of the curriculum
- Recent first aid certificate
- Willingness to undertake personal care duties for individual pupils as required