

# SEN Teaching Assistant

## Job Description

**(Temporary until August 2025)**

Level 1

Grade 3 - Full time 8.45am – 3.15pm

Special Additional Needs

The post holder will report to the SENCO/Teacher/Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are – Head Teacher, Deputy Head teachers, teaching staff, other support staff and pupils.

---

### **Main Purpose of the Job:**

To support access to learning and provide general support for special needs pupils as directed by senior staff.

---

### **Main Duties**

#### **Support for pupils**

1. To work with small groups of children under the supervision of the teacher including the implementation of ILPs
2. Give regular feedback on children's progress to the class teacher and file records
3. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters
4. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
5. Promote the inclusion and acceptance of all pupils
6. To assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary.
7. To carry out escort duties as appropriate whenever required.

#### **Support for Teachers**

8. To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk

assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.

9. To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with pupils, so that their advice and practice are integrated in to ILPs.
10. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies.
11. Prepare the classroom for lessons, including display work under the direction of the teacher
12. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher)
13. Support the teacher in managing pupil behavior, reporting difficulties as appropriate
14. Gather and report information between parents and carers as directed

### **Support for the Curriculum**

15. To provide support in all areas of the curriculum and on social occasions for pupils who have been identified as having medical conditions which disable their full independent access to mainstream school life.
16. Provide Curriculum / resource support and undertake programs linked to local and national learning strategies
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
18. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

### **Support for the Academy**

19. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
20. Maintain high standards of health and safety at all times.
21. Maintain good relationships with colleagues and work together as a team.
22. Assist in the supervision of classroom and outdoor activities.

23. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.

24. Contribute to the overall ethos/work/aims of the school.

25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

26. Attend relevant meetings.

27. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

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