



JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	TEACHING ASSISTANT/SEN SUPPORT
GRADE:	SCP 5-6

JOB PURPOSE

To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements. The postholder should work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

KEY DUTIES AND RESPONSIBILITIES

- Support the learning, development, safety, and well-being of pupils, including those with additional needs, ensuring equality of access and inclusion.
- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, as well as use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and wellbeing of the pupils; making decisions within established working practices and procedures.
- Assist with the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and wellbeing of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Undertake structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, considering diversity e.g. language, culture, ability, race and religion.
- Deliver structured learning activities, support Individual Education Plans and Personal Care Programmes in the classroom or in a smaller one-on-one setting.
- Promote positive behaviour, social skills, self-esteem, and independence, challenging inappropriate behaviour and reporting safeguarding concerns in line with policy.

- Act as a role model, establishing positive relationships with pupils, parents/carers, and colleagues, contributing to the school ethos.
- Provide administrative and clerical support, monitor pupil progress, and give constructive feedback to teachers, pupils and parents/carers.
- Assist with supervision during out-of-class activities, trips, and visits, and support work experience students, trainees, or volunteers.
- Participate in professional development, training, and performance review as required.
- Interaction with pupils, staff, parents/carers and external professionals on a daily basis.
- Will assist in the supervision of students on work experience, trainees and voluntary helpers.
- Will occasionally be required to supervise the class for brief periods during a morning or afternoon session where the classroom teacher is not available.
- Will administer routine tests, invigilate exams and undertake routine marking of pupils' work.
- May from time to time be required to undertake other duties commensurate with the grade and responsibility defined in this job description.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Frequent periods of sitting, standing, and moving around the school environment.
- Manual handling and occasional physical support of pupils in line with health and safety guidance.
- Ability to respond to emotional, behavioural, or physical challenges, including dealing with emergencies.
- Flexibility to work during term time, including occasional meetings or training outside normal hours.
- Regular work within classroom and school environments, including indoor and outdoor activities.
- Role requires sustained concentration, initiative and emotional resilience when working with pupils who may present behavioural, emotional or physical challenges.
- Requires the ability to respond calmly and appropriately to incidents, emergencies and safeguarding concerns.

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Training	• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. • Evidence of further training/development and/or willingness to participate in further training and development opportunities.	• First Aid qualification • Level 2 NVQ in childcare/Teaching Assistant or equivalent qualification or educated to graduate level.
Experience	• Experience of working in a team situation. • Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. • Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level.	
Knowledge and skills	• Will possess knowledge of the School's relevant procedures or practices. • Will have an outline understanding of relevant legislation. • Problem solving skills.	• Will have knowledge of some of the policies covering their service area

CRITERIA	ESSENTIAL	DESIRABLE
	• Good communication skills. • Exercising advisory, guiding, negotiating and persuasive skills at a developed level. • Good numeracy/literacy skills. • Basic ICT skills. • An understanding of the needs of a multicultural society. • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. • Knowledge of childcare. • Awareness of child development. • Knowledge and commitment to schools Equality policy. • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team. • Ability to remain calm under pressure. • Demonstrate a commitment to working with children of the relevant age. • Demonstrate good co-operative, interpersonal and effective listening skills. • Maintain confidentiality in matters relating to the school, its pupils, parents or carers. • Ability to perform all duties and tasks with reasonable adjustments where necessary. • Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties.	

CRITERIA	ESSENTIAL	DESIRABLE
	In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.	

ADDITIONAL INFORMATION

- The post is subject to an Enhanced Disclosure and Barring Service (DBS) check, as well as full compliance with the Trust's safeguarding policies.
- The postholder must have the legal right to work in the UK.
- The Trust is committed to equality, diversity and inclusion and follows robust safer recruitment practices in line with statutory guidance.

OFFICE USE ONLY:

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