



Job Description: SEND Support Teaching Assistant

Trekkenner CP School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

As a Teaching/Learning Support Assistant at Trekkenner Primary School you will be required to follow school policies and the staff code of conduct.

Job details

Job title: SEND Support Teaching Assistant

Responsible to: Class Teachers/Headteacher

Hours: 18.75pw/39 weeks

Salary: Cornwall Council Grade 1 £ 23,656 (pro rata)

Contract type: Term-time only, Fixed term until 31st August 2026 [contract likely to continue beyond this but hours may change depending on pupil numbers]

Responsible for: Supporting pupils with SEND in the classroom [KS2].

Main purpose

As a SEND teaching assistant (TA) you will:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management

Duties and 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

Teaching and Learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Planning and Record Keeping

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Working with staff, parents/carers and relevant professionals

- Share 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
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- 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.
- Administer paediatric first aid [once trained]
- Ensure the classroom environment including corridors and cloakrooms [indoors and outdoors] are kept tidy and free of clutter.

Professional development

- 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
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal [performance management] procedures.
-

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies and the staff code of conduct.

Report any concerns you may have about pupils and staff or other adults to the DSL/DDSL directly or through MyConcern/Confide.

Promote the safeguarding of all pupils in the school through supervising, caring for and protecting the children in the pre-school and school from dangerous or harmful situations and enhancing their general health and wellbeing.

Follow the school's Acceptable Use of Technology Policy regarding the use of personal and mobile devices in school.

Please note, this is illustrative of the general nature and level of responsibility of the role. As an SEN Support Assistant you may be asked to undertake other reasonable duties as deemed necessary by the Head/Class teachers or SENDCO

Person specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and training	Level 3 Qualification or willingness to attain this through training. GCSEs or equivalent including at least a Grade 4 (Grade C) in English and Maths. First-aid training, or willingness to complete it	A genuine interest in working with young children and promoting their development Further training in SEND	Application
Experience	Experience of working as part of a team. .	Experience working in a school environment or other educational setting Experience working with children in a setting other than education.	Application Interview
Skills and knowledge	Excellent verbal communication skills Active listening skills Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Able to be flexible in your approach to daily routines The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children	Knowledge of how to help adapt and deliver support to meet individual needs Subject and curriculum knowledge relevant to the primary school, and ability to apply this effectively in supporting teachers and pupils	Application Interview
Personal qualities	Enjoyment of working with children and appreciation of 'the whole child' A commitment to getting the best outcomes for all pupils and promoting the inclusive ethos of the school. Commitment to maintaining confidentiality at all times. Commitment to safeguarding pupils' wellbeing and equality. Resilient, positive, forward-looking and enthusiastic about making a difference		Interview

Notes:

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

Last review date: 23-05-2025

Next Review Date: September 2026:

Headteacher's signature:

Date:

Postholder's Signature

Date: