Job Description/Person Specification

POST:	SEN 1:1 Teaching Assistant
HOURS OF WORK:	32.5 hours per week, term-time plus one (39 weeks per year)
APPOINTMENT:	Permanent
SALARY:	SCP 4 - 6: Point 4 £13.48 per hour (£26,016 FTE)
REPORTING TO:	SENCO & Principal

MAIN PURPOSE

The SEN 1:1 Teaching Assistant will:

Provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils to thrive through caring routines, transitions and positive behaviour management strategies.

DUTIES AND RESPONSIBILITIES

- Work collaboratively with teachers and SENCO to support pupil progress
- 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
- 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 ICT 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

ADDITIONAL DUTIES

- 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

WHOLE-SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT

- Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures, so as to support the Academy's values and vision
- Make a positive contribution to the wider life and ethos of the Academy

HEALTH AND SAFETY

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our Academy's Safeguarding and Child Protection Policy
- Look after children who are upset or have had accidents

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the Academy
- Have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Academy community
- Respect individual differences and cultural diversity
- To undertake continuous professional development

- To undertake annual safeguarding training
- To undertake first aid training

The SEN Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow Academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.
This job description may be amended at any time in consultation with the post holder.

Last review date:	October 2026

PERSON SPECIFICATION		
CRITERIA	**ESSENTIAL**	**DESIRABLE**
Qualifications and Experience	• GCSEs at grades 9 to 4 (A* to C) including English and maths	Experience working with children / young people with special educational needs (SEN) Experience planning and delivering learning activities Experience working in a school environment or other educational setting
Skills and Knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs • Excellent verbal communication skills	● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly using ICT to support learning

	• Ability to work as part of a team and to be flexible in their approach to daily routines • Active listening skills ● The ability to remain calm in stressful situations	
Personal Qualities	● Enjoyment of working with children ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil's wellbeing and equality ● Resilient, positive, forward looking and enthusiastic about making a difference ● Capacity to inspire, motivate and challenge children and young people	• Sensitivity and understanding, to help build good relationships with pupils