Job Description: Teaching Assistant (SEND Focus)

School: Townfield Primary School

Trust: Rainbow Education Multi-Academy Trust

Salary/Grade: Grade D, SCP 3–5

Contract: Permanent

Hours: Monday – Friday, 8:30 am – 4.00pm

Responsible To: Headteacher

Main Purpose of the Role

To work under the guidance of teaching and senior staff to support access to learning for pupils, with a particular focus on children with Special Educational Needs and Disabilities (SEND). The role involves providing tailored support to individuals or small groups, helping them overcome barriers to learning, and ensuring a safe, inclusive environment in line with the school's Christian ethos.

Key Responsibilities

1. Student Support & SEND Provision

- Deliver high-quality, targeted support to pupils with SEND (including learning, communication, social, emotional, or physical needs) as outlined in their Individual Education Plans (IEPs) or EHCPs.
- Adapt learning materials and resources under the guidance of the class teacher to ensure tasks are accessible for pupils with additional needs.
- Support pupils in developing independence, self-reliance, and social integration.
- Assist with the personal care, medical, and emotional wellbeing needs of pupils where necessary, ensuring dignity and safety at all times.

2. Teaching & Learning Support

- Assist the class teacher in preparing the learning environment and resources for lessons.

- Support the delivery of specific intervention programmes (e.g., phonics, catch-up maths, speech and language).
- Work with individual pupils or small groups to reinforce learning concepts introduced by the teacher.
- Provide regular, objective feedback to the teacher regarding pupil progress, engagement, and any challenges observed.

3. Classroom & Behaviour Management

- Maintain high expectations for pupil behavior and consistently implement the school's behavior policy.
- Use positive reinforcement and de-escalation strategies to support pupils who may demonstrate challenging behavior due to their SEND.
- Supervise and support pupils during unstructured times, including playtimes and lunchtimes, to ensure a safe and positive social environment.

4. Professional Duties & School Ethos

- Maintain absolute confidentiality regarding pupil information and school matters.
- Attend and participate in relevant staff meetings, training days, and continuous professional development (CPD).
- Comply with all school policies, with strict adherence to safeguarding and child protection procedures.

Person Specification: Teaching Assistant (SEND Focus)

The criteria below will be assessed via your application form (A), interview (I), and/or task/reference (T/R).

Category	Criteria	Essential / Desirable	Assessment Method
Qualifications & Training	Good numeracy and literacy skills (GCSE Grade C/4 or equivalent in English and Maths)	**Essential**	A
	NVQ Level 2 for Teaching Assistants (or equivalent qualification/experience)	**Desirable**	A
	First Aid qualification / Training in specific SEND interventions (e.g., Team Teach, Makaton)	**Desirable**	A
Experience	Recent experience working with children in an educational or primary school setting	**Essential**	A / R

	Experience working directly with children with SEND (e.g., ASD, ADHD, Speech & Language difficulties)	**Essential**	A / I
	Experience delivering small group interventions or 1:1 support programmes	**Desirable**	A / I
Knowledge & Skills	Sound understanding of the Key Stage 1 & 2 curriculum (English and Maths support)	**Essential**	I / T
	Knowledge of strategies used to support and include children with SEND	**Essential**	A / I
	Strong communication and interpersonal skills, with the ability to build rapport with children, parents, and staff	**Essential**	I / R

	Ability to use ICT effectively to support learning and complete administrative tasks	**Essential**	A / T
	Understanding of basic safeguarding and child protection principles in schools	**Essential**	I
Personal Attributes	High expectations for pupil achievement, inclusion, and wellbeing	**Essential**	I
	Flexibility, resilience, and a patient, nurturing approach to working with children	**Essential**	I / R
	Ability to work effectively as part of a close-knit team and use own initiative when required	**Essential**	I / R
	Commitment to upholding the values of Townfield Primary School	**Essential**	I


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