



Job Description

Details of Post

- Title: 1-2-1 SEN Teaching Assistant (Level 3)
Fixed Term until April 2027 in the first instance, 18.75 hours per week (8:15am-12pm Monday- Friday)
- School: Longden CE Primary School and Nursery
- Reporting to: Headteacher
- Workplace: Key Stage 2
- Post Number:
- Grade and SCP: **Grade 6 (SCP 8-11)** £12.80-£13.47p/h, £24,702-£25,979 FTE

Our school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

- Working under the guidance of teaching staff and nominated teaching assistants and within an agreed system of supervision, to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom, including support for a pupil with additional learning needs. This will include requiring detailed and specialist knowledge in particular areas, to support this child to overcome barriers to learning.
- Work with this pupil will be carried out in or out of the classroom under the direction of the class teacher. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision.
- To work positively and inclusively with colleagues, parents and children so that the school provides a place and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation, security and promotion of the school's priorities.
- To work flexibly in the interests of the school. This may include undertaking other duties, provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development and required training will be considered.

Principal Duties and Responsibilities

1. Support for pupil

- To support the learning process by providing direct specialist support to a child on a one-to-one or small group basis, encouraging independence and social interaction.
- Encourage the child to interact and work co-operatively with others and engage in learning activities.
- To support the use of ICT in learning activities and develop pupil's competence and independence in its use.

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Reviewed April 2026*



- To facilitate the development of social skills and emotional development. This includes encouraging and support extra-curricular activities and promoting friendships.
- To provide feedback to the child in relation to progress and achievement aimed at enhancing the child's self-esteem and encouraging positive self-advocacy.
- To liaise sensitively and effectively with parent/carers as agreed with the teacher and participate in feedback sessions or meetings with parent/carers as directed.
- Being involved in providing personal care if appropriate
- Establish constructive relationships with pupil and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Use specialist skills / training / experience to support the child.
- Provide pastoral support, and assist in children's social, health, and hygiene development.
- Develop 1:1 mentoring arrangement with/for the pupil.
- Provide information and advice to enable the child to make choices about their own learning / behaviour / attendance.

2. Support for the teacher

- Contribute to planning, recording and implementation of individualised programmes of work.
- Work with teachers in lesson planning, evaluating and modifying lesson plans as appropriate.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, providing objective and accurate feedback and reports as required.
- To prepare support materials and assist with classroom activities.
- To ensure that teaching materials and resources are adapted and/or enlarged and that other strategies are in place. The Specialist Teaching Assistant will employ a range of other strategies to ensure full access for the visually impaired pupil to the National Curriculum and to facilitate their participation in general classroom activities.
- To provide general clerical/admin support e.g. produce worksheets for agreed activities.
- Use strategies, in liaison with the teacher, to support the child to achieve learning goals.
- Prepare the classroom as directed for lessons and tidy afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor and evaluate the child's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- Administer and assess routine tests, invigilate exams, undertake routine marking of work, and accurately record achievement / progress.



- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies.

3. Support for the curriculum

- To provide access to the specialist curriculum which may include specialist ICT, touch typing and independent living skills, use of functional vision and concept formation.
- Being involved in providing support for pupils during off site educational visits.
- Support the child in understanding instructions.
- Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies e.g. literacy, numeracy etc. as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for the pupil to broaden and enrich their learning.

4. Support for the school

- To contribute information for progress reports
- To be involved in Special Educational Needs review and progress meetings as appropriate, either through contribution or attendance.
- Be aware of and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- To participate in performance management programmes to develop competencies to effectively support pupils with visual impairment
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.



- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.
- Appreciate and support the role of other professionals

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

7. Other Duties

- Any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, a review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**