

Job description: SEN teaching assistant (TA)

Ryarsh Primary 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.

Job details

School	Ryarsh Primary School
Post Title	Teaching Assistant
Pay Scale	KSA 2026 (26,168 PA full time equivalent)
Contract	Part time, temporary (for remainder of academic year) Potential for extension depending on circumstances
Working Pattern	2 days per week – (currently Tuesday and Wednesday)
Working Hours	8:30am – 3:15pm
Reporting to	Headteacher

Main purpose

The SEN teaching assistant (TA) will:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher/SENCO 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 SEN
- Support the teacher in adaptive teaching, so that all pupils can access the same curriculum expectations through modified resources and support`
- Adapt the level of support offered according to the task and the needs of the pupil, allowing pupils to work as independently as possible

- Deliver structured, evidence-based interventions inside or outside the classroom
- Facilitate opportunities for the class teacher to work directly with SEN pupils, by supporting other pupils or groups within the classroom
- Use basic IT skills to advance pupils' learning as required
- 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, SENCO or Headteacher

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

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 procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note, 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 postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the SENCO or headteacher

Person specification

Criteria	Required / Essential	Desirable
Qualifications & Training	• GCSEs or equivalent, including at least Grade 4 (previously Grade C) in English and Maths. • Willingness to undertake relevant training and professional development.	• Relevant qualifications or training relating to education, childcare or supporting children. • Additional training relating to SEN, safeguarding or specific learning needs.
Experience	• Experience of working with children or young people. • Experience of supporting children with different needs. • Experience of working as part of a team. • Experience of following guidance, policies and procedures.	• Previous experience of working in a school or educational setting. • Experience of supporting children individually or in small groups. • Experience of working with children/young people with SEN. • Experience of planning and delivering learning activities.
Skills & Knowledge	• Good literacy and numeracy skills. • Good organisational skills and ability to use initiative appropriately. • Excellent verbal communication and active listening skills. • Ability to build effective, positive and professional relationships with pupils and adults. • Ability to understand and respond to pupils' individual needs. • Ability to adapt support to meet individual needs. • Ability to work effectively as part of a team and be flexible. • Ability to remain calm in stressful situations. • Knowledge and understanding of safeguarding and confidentiality. • Willingness to work under the direction of teaching staff. • Good IT skills, particularly using technology to support learning.	• Subject and curriculum knowledge relevant to the role. • Experience of adapting and delivering learning activities. • Knowledge and experience of strategies for supporting pupils with additional needs/SEN. • Experience using IT to enhance learning.
Personal Qualities	• Genuine commitment to supporting children and helping them learn and develop. • Caring, patient, approachable and sensitive. • Enjoyment of working with children. • Positive attitude towards inclusion, equality and supporting pupils with different needs. • Commitment to safeguarding pupils' wellbeing. • Commitment to maintaining confidentiality. • Reliable, organised and responsible. • Positive, resilient and enthusiastic. • Commitment to achieving the best outcomes for all pupils. • Willingness to follow the school's ethos, policies and procedures.	• Ability to inspire, motivate and appropriately challenge children and young people. • Confidence in taking initiative when appropriate. • Enthusiasm for making a positive difference to children's learning and development.

Notes:

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

Date: 01.10.26