



Job Description: SEN Teaching Assistant (TA)

Chilton Primary School, Stowmarket

Salary: Single Status Grade 2, Point 3 - £13.28 per hour (£25,614.00 full-time equivalent / £18,524.70 actual salary)

Hours: 31.25 hours per week, 39 weeks per year (Term time, plus 5 PD Days)

Contract Type: Fixed Term contract

Reporting To: Head of School & Executive Headteacher

Responsible For: Working mainly 1:1 support with a designated child and small-group (in-class support) as directed by the class teacher and school leadership.

Main Purpose of the Role

The SEN Teaching Assistant will support pupils with special educational needs to access learning, develop independence, and thrive emotionally, socially and academically. The postholder will work closely with teaching staff to deliver targeted support, structured interventions and personalised learning strategies in line with individual needs.

Key Duties and Responsibilities

Supporting Pupils

- Build positive, trusting relationships with pupils to promote confidence, independence and self-esteem
 - Adapt communication methods to meet individual pupil needs, including those with communication and interaction difficulties
 - Provide targeted support for pupils' social, emotional and mental health needs, escalating concerns appropriately
 - Promote and model positive behaviour in line with the school's behaviour policy and physical intervention guidance
 - Support the planning, delivery and review of individual education plans (IEPs), support plans and provision maps
 - Assist pupils during both structured and unstructured times, including break and lunchtime periods
 - Deliver specific interventions and programmes as directed by the teacher or SENCO
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Teaching and Learning



- Contribute to the planning and delivery of differentiated learning activities for individuals and small groups
 - Support adaptive teaching so pupils with SEN can access the same curriculum objectives through modified resources and strategies
 - Adjust levels of support to encourage independence based on task requirements and pupil need
 - Deliver structured, evidence-based interventions within and beyond the classroom environment
 - Facilitate opportunities for teachers to work directly with SEN pupils by supporting other individuals or groups
 - Use appropriate IT and assistive technologies to enhance pupils' learning experiences
 - Observe and provide feedback to teachers relating to pupil progress, engagement and barriers to learning
 - Support effective classroom management, ensuring a positive and safe learning environment
 - Monitor, record and report on pupil progress and attainment accurately
 - Supervise a class in the short-term absence of the teacher, where appropriate
 - Contribute positively to the wider ethos, values and aims of the school
 - Undertake any additional duties reasonably assigned by the class teacher or SENCO
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Working with Staff, Parents/Carers and Professionals

- Share relevant pupil information with school staff and external education, health and care professionals to support effective provision
 - Communicate professionally and sensitively with parents and carers under the direction of teaching staff
 - Contribute to meetings with parents/carers by providing clear feedback on progress, attainment and areas of need
 - Work collaboratively with colleagues and external professionals to support pupils holistically
 - Develop and maintain effective professional relationships across the school community
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Professional Development

- Reflect on practice and maintain up-to-date knowledge of SEN support strategies and statutory guidance



- Engage in professional development opportunities to enhance skills, qualifications and role-specific expertise
 - Participate fully in the school's appraisal and performance management processes
 - Attend training and development activities as directed by the school
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Safeguarding

- Act in accordance with statutory safeguarding guidance, including *Keeping Children Safe in Education* and *Prevent*, alongside school policies
 - Promote the welfare and safeguarding of all pupils at all times
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Additional Information

This job description outlines the general responsibilities and level of accountability for the role. It is not exhaustive, and the postholder may be required to undertake other reasonable duties appropriate to the level of the role, as directed by the headteacher or line manager.