

**Bewdley Primary School
Job Description**

Post Title:	SEN Teaching Assistant
Grade:	2
Reporting to:	Senior Leadership Team
Pay:	Scale 3 - Point Range 5-6

JOB PURPOSE

To provide high-quality, tailored support for a child with Down Syndrome, enabling them to access the curriculum, develop independence and participate fully in school life.

OUTLINE RESPONSIBILITIES AND TASKS

- Provide consistent 1:1 support throughout the school day, within a supportive team environment, adapting learning activities to meet the child's individual needs
- Support communication, language development and social interaction, using appropriate strategies and resources
- Assist with the implementation of targets and specialist programmes
- Promote independence, confidence and self-esteem while ensuring appropriate levels of support
- Work collaboratively with the class teacher, SENCo and external agencies
- Monitor and record progress, feeding back effectively to staff and contributing to reviews and meetings
- Support personal care needs where required, in a respectful and dignified manner
- Foster a safe, nurturing and inclusive learning environment
- Uphold safeguarding procedures and school policies at all times

QUALIFICATIONS REQUIRED (ESSENTIAL)

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English.

Qualified status: Maths & English GCSE qualification at Grade C or above AND a qualification at Level 3 or above (A level; access to higher education diploma; advanced apprenticeship; applied general; AS level; international Baccalaureate diploma; level 3 award; level 3 certificate; level 3 diploma; level 3 ESOL; level 3 national certificate; level 3 national diploma; level 3 NVQ; music grades 6, 7 and 8; T Level; tech level)

Teaching Assistants may also gain qualified status as outlined below:

Evidence of Relevant Experience plus Study

Qualified status may also be obtained by a combination of relevant experience plus study as outlined below:

- (a) *Experience*: reflected by a breadth of knowledge and understanding of child care and development.

May be either:

- (i) school-based experience - minimum of 3 years full-time equivalent. Relevant experience will be at the discretion of the school bearing in mind the duties required by the post holder and the relevance of school-based experience.

OR

- (ii) other relevant non school-based employment experience, e.g. previous 'professional' employment/self-employment in the care of children. Suggested minimum of 3 years full-time equivalent experience.

SUPERVISION RECEIVED

Classroom teacher/designated supervisor.

PRINCIPAL CONTACTS

In all contacts the postholder will be required to present a good image of the School as well as maintaining constructive relationships.

Internal: Pupils, classroom teacher/supervisor, other Teaching Assistants.

External: Other agencies, parents, other professional groups

JOB RESPONSIBILITIES AND TASKS may include:

Under the direction and control of the Classroom Teacher -

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of pupils and students.
- Contributing to the formulation of Individual Provision Maps including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.

- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) to assist with the identification and monitoring of children's general health and welfare.
- Helping the teacher with tasks.
- Hearing children read.
- Supporting children to be independent by helping them with tasks.
- Answering questions from pupils.
- Providing support for English and Maths as well as other areas of the curriculum.
- Assisting with supervision of children within the school.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.

- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that pupils are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote pupil independence in learning, and reinforcing the child(ren)'s self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.

GENERAL DUTIES:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required or requested by the Headteacher, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

NOTES:

- This post is subject to a criminal record check.
- The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

- The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

Prepared by: Amanda Bradley

Date: February 2026