



Stapleford Primary School

Job Description: SEND Teaching Assistant (TA)

Job Title:

SEND Teaching Assistant (TA)

Reports To:

Class Teacher / SENCO / Headteacher

Grade/Hours:

H3 – 8:45–12:30pm (Monday-Friday)

Our Vision:

At Stapleford Primary School, our Christian vision – Believe · Nurture · Enlighten – is at the heart of all we do. We believe in the unique value of every child, nurture their personal and academic growth, and aim to enlighten minds through an inclusive and compassionate learning environment. Our staff model this vision in their practice and relationships with pupils, parents, and the wider community.

Purpose of the Role:

To work under the direction of the Headteacher, teaching and SEND staff to support the learning, development, and wellbeing of pupils with special educational needs and/or disabilities (SEND), enabling them to access the curriculum and make progress in line with their potential. The role also supports the wider aims and Christian ethos of the school.

Key Responsibilities:

- Supporting Pupils:
 - Work 1:1 (when required) or with small groups of pupils with identified SEND, including EHCPs, under the guidance of the class teacher and SENCO
 - Help pupils access learning activities by providing appropriate levels of support, encouragement, and structure
 - Promote independence, confidence, and a positive self-image
 - Provide targeted support in areas such as communication, literacy, numeracy, or emotional regulation
 - Monitor, record and report pupil progress and behaviour to relevant staff
- Supporting Teaching and Learning:
 - Prepare and adapt learning materials, visual aids, and resources to meet pupils' needs
 - Support the implementation of personalised plans (e.g., EHCPs, individual support plans, risk assessments)
 - Contribute to assessment and planning meetings
 - Assist in maintaining a calm, purposeful learning environment rooted in the school's values

- Supporting the School Ethos:
 - Model Christian values in behaviour, attitude, and relationships
 - Promote inclusion, equality, and respect for all pupils regardless of background or ability
 - Foster a sense of belonging in line with the school's mission to prepare "well-rounded individuals for the world"
- Supporting Colleagues:
 - Collaborate with teachers, TAs, and external professionals (e.g., Speech and Language Therapists, Educational Psychologists)
 - Participate in CPD and staff meetings
 - Uphold safeguarding procedures and attend relevant training

Person Specification:

- Essential:
 - Experience working with children with SEND
 - Excellent communication and interpersonal skills
 - A nurturing, patient and flexible approach
 - Ability to follow planning and adapt it sensitively to pupil needs
 - Commitment to safeguarding and promoting the welfare of children
- Desirable:
 - Relevant qualifications (e.g., Level 2/3 Supporting Teaching and Learning, SEND-specific training)
 - Knowledge of specific SEND needs (e.g., autism, ADHD, speech and language delay)
 - Familiarity with EHCPs, graduated response, or intervention delivery

Safeguarding Statement:

Stapleford Church of England Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. An enhanced DBS check and satisfactory references are required for this role.