

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Teaching Assistant (SEN) Level 1	Post No: GEN10	Grade: HC4
Organisational information: Responsible to: Headteacher Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: No staff responsibilities Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> Internal: External:		
Main Purpose of Job: To support, under the direction of the head and other designated teachers and professionals, the education and welfare of a pupil with special educational needs.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> • To support the educational, medical, personal, social and behavioural needs of a pupil with special educational needs. • To promote the pupil's self-esteem and independence. • To support the principles and ethos of the school.		

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

- Support the inclusive ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend relevant in-service training, within and outside the school.
- Be aware of, and maintain, confidential issues as required.
- Support the implementation of the provisions set out within the child's statement.
- Support the on-going assessment of the child's special educational needs (and social and personal needs).
- Support and facilitate the inclusion of the child within the life of the school and in accessing both curricular and extra-curricular opportunities.
- Participate in the planning, delivery and evaluation of the pupil's Individual Education Plan (IEP) and/or Individual Behaviour Plan (IBP) and/or therapy programme (as appropriate).
- Support the delivery of the curriculum to the child and the differentiation and adaptation of resources where necessary.
- To assist with the personal needs of the pupil e.g. toileting, changing of clothes etc. if this is required.
- Support the assessment, recording and reporting of the pupil's progress.
- Provide regular feedback to the teacher and SENCO on the participation, progress and welfare of the pupil.
- Contribute to regular reviews of the child's progress and IEP/IBP including statutory annual reviews.
- Direct group activities within and away from the classroom including:
 - implementing 'catch up' programmes with targeted groups (*for example Springboard, Additional Literacy Support*);
 - explaining and clarifying tasks;
 - modelling language use and extending pupil's explanations;
 - using questioning to probe understanding and to extend pupil's thinking; and
 - adapting resources to suit learning needs.
- Support the links between home and school.
- Liaise, as directed, with relevant professionals in order to meet the child's special educational needs.
- Promote the child's general welfare and follow the school's health and safety procedures.
- Undergo regular review of duties and responsibilities and the pupil's needs according

to the school's schedule.

- May be required to undertake safeguarding training at appropriate level to the role.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

September 2025

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Teaching Assistant SEN Level 1		Post No: GEN10	Grade: HC4
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	Some experience of working with children, either in a paid or voluntary capacity.	AF, I	
Skills and Abilities <i>Including personal attributes</i>	Good team worker. The ability and willingness to work flexibly within the school. A calm but authoritative manner with pupils. The ability to facilitate the pupil's independent learning. The ability to relate well to pupils, parents and staff. The ability to follow and apply the teacher's instructions and clearly explain these to pupils. The ability to develop high quality learning resources, under the direction of the teacher. The ability to accurately record and report on pupils' progress.	AF, I	
Qualifications and Training <i>including professional qualifications</i>	Willingness to undertake further training, as appropriate. - GCSE 4-9 (A*-C) or - British regulated qualification framework level 2 and above or - International English language testing system (IELTS) score of 5.0	AF, I Fluency Duty -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.	
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. Willingness and ability to attend Education Days (as appropriate) for which you will receive pay. Police clearance.	I DBS Police Check	
Line Manager Signature: Date:			

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

September 2025