Updated November 2026

Job Description

Job Title:	SEND Teaching Assistant
Responsible to:	Headteacher
Functional Liaison with:	Headteacher, AHT/KS Leads, Class Teachers, SENCo, Students, Parents/Guardians, Support Staff & External Agencies
Main Purpose:	To help provide a safe and secure educational and caring environment in which children with moderate learning difficulties will receive specialist teaching to develop the self-respect, self-confidence, self-control, self-advocacy and self-dependence necessary for participation as members of their community. To support teaching which will promote each student's intellectual, physical, social, emotional, moral and spiritual development so that each can develop the knowledge, skills and understanding to re-integrate within the mainstream school community and aspire to adulthood.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Plan and prepare lessons / interventions for students
- Deliver lessons to students
- Work with students, either one-to-one or in small groups, making use of specialist skills as appropriate
- Provide support for the teacher during lessons, e.g. through directed work on the Literacy or Numeracy strategy and other curriculum areas, or supervising small groups of students whilst the teacher is carrying out other activities
- Demonstrate effective use Trauma Informed Schools (TIS) strategies in supporting and working with students, both in classes and when moving around the provision
- Report on the development, progress and attainment of students, including providing input to preparation for Annual Reviews as required
- Support the Teaching staff and liaise with the Family Support Worker and teaching staff colleagues in school in communicating with parents and build constructive home/school partnerships
- Attend and contribute to appropriate SEN and other review meetings, if required by the CEO/Headteacher and where appropriate disseminate information to other Learning Support staff
- Accompany students on educational trips and visits away from school as agreed with the teacher
- Undertake first aid and administer medication in accordance with school guidelines (after training)
- Support Eastern Education Group's sustainability objectives and Net Zero ambitions through day-to-day activities, decision-making and responsible use of resources.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	• GCSE English and Maths grade 6 or above. • Recognised Level 4 TA Certificate or equivalent (or working towards).	• First Aid at Work Certificate	**I,A,**
Knowledge and Skills	• Experience of working with students with SEND. • Knowledge of the curriculum for relevant Key Stage. • Understanding of the aims, content, teaching strategies and intended outcomes of for lessons in which they are involved and understanding of these in the related teaching programme. • Knowledge of the key factors which can affect the way students with SEND learn. • Awareness of the statutory frameworks relevant to the TA role. • Basic knowledge of first aid.	• Broad awareness and understanding of medical conditions such as asthma, epilepsy etc., • Experience of working with students with SLD / ASD • Experience of planning, preparing and delivering lessons. • Knowledge of TIS strategies, including Conscious Discipline, TEACCH etc. • Knowledge of safeguarding and other protocols associated with remote teaching	**A,I,P**
Experience	• Ability to complete reports such as annual reviews, subject reports, incident report forms, behaviour diaries etc. • Familiarity with Microsoft office programs.		**A, I,**
Personal Qualities	• Sensitivity to students' needs • Ability to advise and guide students on the best way to handle situations, building trust whilst maintaining appropriate professional boundaries. • Ability to communicate clearly with students in an age-appropriate manner.		**A, I,**
Training	• Willingness to attend, undertake any training or development as, or when appropriate. • Commitment to continuing personal development through continual professional learning.		**A, I,**

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service pro rata for part-time working. Employees who work on a term-time basis will have their entitlement to annual leave (pro rata to their weeks and hours worked) paid as a separate element in their monthly pay.

2. New support staff appointments to the Trust are subject to a 26-week probationary period.

3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.

4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)
In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities
In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.