

BEECH GREEN PRIMARY SCHOOL
JOB DESCRIPTION – SEN Teaching Assistant

Responsible to SENCo and Headteacher
 Liaise with Teaching staff and Teaching Partners.

Duties and Responsibilities

Work with the class teachers as a member of the teaching team.

<u>Supporting Learning</u>	
Encourage the development of skills, foster personal and social development and develop and extend the children's language.	
Promote high standards of considerate behaviour at all times.	
Implement learning and behaviour management programmes under the direction of the class teacher or SENCo.	
Support the learning and development of other children as and when required, either as part of a group with the named children or in those children's absence.	
Liaise with named children's parents when necessary to review progress and discuss any relevant learning, behaviour and social issues.	

<u>Supporting Teaching</u>	
Be involved with the planning, organisation and preparation of resources	
Help create a stimulating learning environment e.g. preparation of work and resources.	
Work closely with colleagues and monitor and report child's progress and developmental needs to the year group teachers and SENCO.	
To update the school's records on a regular basis with a range of pupil data for named child(ren)	
To provide a communication link with parents at the start and end of day as necessary	
Undertake relevant administrative tasks as required, including photocopying.	

<u>Support for the school</u>	
Undertake daily lunch duties as part of the named children's support.	
Be available to attend all training sessions as directed by the Headteacher and take responsibility for continuous professional development (CPD).	
Work in accordance with all school policies including (but not limited to) the Health and Safety Policy, Dignity at Work, Safeguarding, Code of Conduct, Behaviour, SEN	
Participate fully in the school's Performance Management and Appraisal process	

Signed Date

Reviewed September 2025