Updated: September 2025

Role Title:	SEN Teaching Assistant
Salary Scale:	Bracknell Forest Grade J
Reports To	Class teacher on a day to day basis. Line managed by SLT.
Role Purpose:	To work under the direction of the SENDco and class teacher promoting a high quality learning experience for individual pupils which is effective and allows them to access the curriculum and participate fully both socially and academically in the school.
Support for pupils	• Supervising and assisting groups or individual children to keep pupils on task and achieve/complete activities set by teachers. • To help pupils aspire, establishing high expectations for all children • Developing pupils' social skills, speech, language and communication needs and any other individual needs the child/ren may have e.g. physical • Assisting the inclusion of all children with SEND to ensure optimum benefit from teaching input • Effectively and assertively manage pupil behaviour to promote self regulation through positive and consistent messages in line with school policy • Ensuring the child/ren's safety and personal needs are met and enable greater independence to develop wherever possible • Assisting pupils to meet their medical, emotional and welfare requirements • Accompanying children off-site for school trips or individually with written permission of parent/carer. • To participate in mealtimes as and when necessary to make this an enjoyable and social experience for all children.

Support for teachers	• To assist in the provision of a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families' ethnic, cultural and linguistic backgrounds and consideration of children's gender. • To assist in observation, assessment and recording of each child's progress to track and report on pupil progress • To assist in daily, weekly and termly planning and evaluation to meet the children's needs and interests. • Enabling the teacher or cover teacher to undertake a more advanced range of learning activities by working with the children against agreed plans. • Providing feedback to teachers on pupil performance, learning obstacles and effectiveness of classroom processes and organisation. • To be responsible for ensuring that the children's environment is safe and hygienic
Support for curriculum	• Reviewing progress of pupils against specific learning programmes (e.g. plans for special needs pupils) • Undertake structured and agreed play, learning activities / teaching programmes, adjusting activities according to children's responses • Undertake programmes linked to the National Curriculum, local and national learning strategies recording achievement and progress and feeding back to the teacher • Support the use of ICT in learning activities and develop children's competence and independence in its use • Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist children in their use - as directed by the teacher
Support for the school.	• Implementing all school policies • Spotting early signs related to child protection, bullying and/or disruptive behaviour and ensuring that this is reported appropriately • Working with outside agencies, where necessary, (e.g. speech therapists, education psychologists) according to the needs of specific pupils • To co-ordinate with colleagues the arrangements for integrated pastoral care, including inside and outdoor play and packed lunches during the class-teachers lunch-break. • Administer first aid as appropriate in line with H&S policy
Professional	• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace • To respect the school's formal and informal codes of professional conduct. • To maintain confidentiality at all times within and beyond the setting. • To take an active role in the performance management process. • To maintain the positive ethos of the school by demonstrating an positive and flexible attitude towards change