

**St Bernadette’s Catholic Primary School**

**Job Description**

**Job Title: SEN Specialist Teaching Assistant**

**JOB PURPOSE**

To support the teaching staff in the development, care, and education of pupils with complex Special Educational Needs within The Hub—our specialist provision. The post-holder will provide tailored learning and emotional support, contributing to pupils’ health, communication, and wellbeing while working in close collaboration with teachers, the SENCo, and external agencies.

**DUTIES AND RESPONSIBILITIES**

**Support for Pupils.**

- Provide 1:1 and small group support for children with a range of needs including autism, sensory processing difficulties, communication challenges, and emotional regulation needs.  
- Support the health, safety, emotional wellbeing and physical care needs of pupils, including feeding, toileting and sensory regulation.  
- Support children’s participation in all learning and therapy activities, encouraging independence and confidence.  
- Use strategies such as Makaton, objects of reference, visual schedules, and intensive interaction.  
- Help manage transitions and support emotional regulation throughout the school day.  
- Foster positive relationships with children, enabling them to feel safe, secure and included.

**Support for Teachers**

- Assist in planning, delivering and evaluating learning activities under teacher direction.  
- Help prepare, organise, and maintain an effective learning environment and resources.  
- Maintain clear records and observations to inform assessment and review processes.  
- Support positive behaviour management strategies in line with school policy.  
- Provide clerical/admin support including photocopying, preparing resources and displays.

**Support for school**

- Promote the ethos and values of the school, upholding our Catholic identity and inclusive mission.  
- Work collaboratively with all staff and external professionals.  
- Contribute to staff training and development, sharing SEND strategies.  
- Develop own effectiveness through CPD and regular performance management.

**Support for the curriculum**

- Adapt and deliver learning tasks in line with individual needs.  
- Support pupils’ access to ICT and assistive technology.  
- Work flexibly across key stages and curriculum areas as needed.

**Safeguarding and Health & Safety**

- Promote and safeguard the welfare of children at all times.  
- Be aware of and comply with all safeguarding, behaviour, and health & safety procedures.  
- Attend training and meetings as required, including child protection updates.

**Professional Conduct**

- Uphold professional standards in all relationships with pupils, parents, and colleagues.

- Adhere to school policies, including confidentiality and data protection.

- Demonstrate initiative, flexibility, and integrity in supporting pupils’ needs.

- Attend meetings and reviews within contracted hours.

**Additional Duties**

Any other duties commensurate with the role and grade, as directed by the SENCo or Headteacher to ensure the smooth running of The Hub and school.

**Equal Opportunities**

St Bernadette’s Catholic Primary School is committed to the City Council’s Equal Opportunities Policy and expects all staff to support this commitment.

Observance of the city council’s equal opportunities policy will be required

**SUPERVISION RECEIVED**

Supervising Officer’s Job Title: TBA

**LEVEL OF SUPERVISION**

Left to work within established guidelines to scrutiny by supervisor