The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

First-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By Working Together Sustaining Excellence Transforming Learning

Job description: SEN Teaching Assistant

Salary: Scale Point 3 £19327.50 (FTE £25,614.27)
Hours: 32.5 hours Term Time (+1 week)
Contract type: Part-time, Fixed Term until 31st August 2026
Reporting to: SENDCo

Main purpose of the post:

- To support a child with additional needs in their learning and development, working under the guidance of a class teacher to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- To maintain complete confidentiality on all school matters.
- To ensure safeguarding policy and practice is adhered to and maintained at all times.

Duties and Responsibilities:

- Support all learners to be successful by consistently applying the school's Positive Behaviour Policy.
- Adhere to the schools' Safeguarding Policy and Procedures.
- Assist with the planning and preparation of activities
- Support and guide individuals and groups.
- Assess and monitor progress.
- Keep assessment records.
- Observe and record development/learning as required.
- Provide on-going feedback to the teacher, family, SENDCo and other agencies as required
- Create an environment that nurtures and stimulates positive attitudes, independence and an innovative approach to facilitating learning and teaching
- Work within clearly defined policies and procedures; advice can be sought from your line manager.
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behavior management.
- Undertake lunchtime/playtime supervision to support targeted pupils as and when required.
- Work under the general direction of the SENDCo and the supervision of a classroom teacher. Guidance will be received and supervision provided by the classroom teacher and SLT where and when appropriate.
- Undertake other duties that may be required from time to time within the general scope of the post.