



Rosewood Primary School  
Rosewood Avenue  
Burnley  
Lancashire  
BB11 2PH  
Tel: 01282 463790

## **Job Description: Teaching Assistant (SEND) – Grade 4**

**School:** Rosewood Primary School

**Post Title:** Teaching Assistant – SEND focus

**Grade:** Grade 4 (LCC)

**Responsible to:** Class Teacher / SENCo / Phase Leader

**Line managed by:** SENCo or designated senior leader

### **Purpose of the Post**

To work under the clear direction of the class teacher and SENCo to:

- Support the education, personal, social and emotional development of pupils with SEND, mainly within mainstream classrooms.
- Promote their inclusion and engagement in learning, helping them to achieve their individual targets.
- Contribute to creating a positive, safe and stimulating environment which reflects the school's values: **Believe, Enjoy, Succeed, Together (BEST)** and the **4 Cs – Calm, Courageous, Conscientious, Considerate**.

### **Key Responsibilities**

#### **Support for Pupils**

- Provide targeted support for pupils with a range of SEND needs (e.g. SLCN, ASC, SEMH, cognition & learning).
- Help pupils access learning tasks, understand instructions and stay engaged.
- Assist pupils in developing social, emotional and self-regulation skills.
- Contribute to the setting, monitoring and reviewing of individual learning targets and behaviour plans.
- Implement strategies and interventions recommended by the SENCo, external professionals or pastoral team.
- Provide care for pupils' medical or personal needs where appropriate training has been given.

#### **Support for the Teacher**

- Provide feedback to the class teacher and SENCo on pupil progress and areas for development.
- Prepare and adapt learning materials and resources to meet individual needs.
- Contribute to maintaining a positive and orderly classroom environment.
- Assist in the supervision and support of pupils during transitions, playtimes, lunchtimes, trips and other school activities.
- Support the implementation of behaviour plans and restorative approaches.

#### **Support for the Curriculum**

- Assist with the delivery of differentiated learning activities in English, maths and other subjects.
- Promote the use of ICT and other assistive technologies to support access to learning.



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- Support interventions (e.g. phonics, speech & language programmes, Zones of Regulation, fine-motor or social skills groups).

### **Support for the School**

- Promote positive relationships with parents, carers and external professionals.
- Contribute to the inclusive ethos of the school and support pupils' participation in the wider curriculum.
- Work within school policies, particularly those relating to safeguarding, behaviour, SEND, equal opportunities and health & safety.
- Maintain confidentiality at all times.
- Participate in staff training, appraisal and development opportunities.

### **General**

- Undertake any other duties which are consistent with the purpose of the role and grade.
- Support the school's safeguarding commitment: **"Safeguarding and promoting the welfare of children and young people is everyone's responsibility."**

**Nerys Ditchburn-Hughes**  
**September 2025**