



# Duncton CE Junior School

## SEND Teaching Assistant

### Job details

**Job title:** SEN Teaching Assistant, including 1:1 and small group work

**Salary:** WSCC TA NJC Grade 4 point 5 (£25,583 FTE)

**Contract type:** Part time, fixed term for the 26/27 academic year, with possible extension dependent on funding and SEND need at the school.

**Hours:** 30 hours per week, 9am – 3.30pm Monday to Friday (to include half hour unpaid lunch break)

**Closing date for applications:** Friday 19<sup>th</sup> June 2026

**Start date:** 2<sup>nd</sup> September 2026

**Interviews:** Friday 26<sup>th</sup> June 2026

### About Duncton CE Junior School

Duncton CE Infant School is a unique and welcoming community where every child is encouraged to thrive. Nestled in the heart of the South Downs, our school combines a nurturing environment with high academic expectations, inspiring our pupils to become confident, curious, and kind individuals. We are seeking a passionate and dedicated teaching assistant to join our friendly and committed team. As we are such a small school, this role requires flexibility and ability to work independently, make decisions and also action the work of the leadership team.

Lavington Park Federation (Graffham CE Infant School and Duncton CE Junior School) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



## Job Description

### Main purpose

The SEN teaching assistant (TA) will:

- Provide learning and care support for pupils with special educational needs (SEN) including children with EHCPs.
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management
- Assist with lunchtime and breaktime duties

### Duties and responsibilities

#### *Supporting pupils*

- Build positive relationships with pupils and support pupils with their social, emotional and mental health needs
- Adapt communication style to respond to pupils according to their individual needs and assist with the development and delivery of individual education and support plans
- Promote high standards of behaviour.

#### *Teaching and learning*

- Contribute to the planning of learning activities for pupils with special educational needs (SEN) in line with their Education, Health and Care Plan (EHCP).
- Provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Supervise a class if the teacher is temporarily unavailable

#### *Working with staff, parents/carers and relevant professionals*

- Communicate effectively with parents and carers under the direction of teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues and contribute to the overall ethos, aims and work of the school

#### *Safeguarding*

- Work in line with statutory safeguarding guidance and our safeguarding/child protection policies.
- Promote the safeguarding of all pupils in the school

#### *Professional development*

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

*Note: This job description may be amended at any time in consultation with the postholder.*



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 or above Teaching Assistant qualification or desire to work towards this.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience working with children / young people with special educational needs (SEN)</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting</li> <li>Experience planning and delivering learning activities</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to work as part of a team and to be flexible in their approach to daily routines</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Working in partnership with colleagues to implement and model advice and recommendation.</li> <li>Basic understanding of child development and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Subject and curriculum knowledge relevant to EYFS and KS1, and ability to apply this effectively in supporting teachers and pupils</li> <li>Good IT skills, particularly using IT to support learning</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Enjoyment of working with children</li> <li>Sensitivity and understanding, to help build good relationships with pupils</li> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding pupil's wellbeing and equality</li> <li>Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>Capacity to inspire, motivate and challenge children and young people</li> </ul>	