

Corpus Christi Catholic Primary School

Job Description

Job Title – Discovery Base Lead

Teaching Assistant – Special Educational Needs and Disabilities (SEND)

Grade/Salary

Scale 4 (Pt 7 – 10) pro rata for term-time working. ¹

Hours

35 hours per week, term time only plus INSET days

Responsible To

SENCO and Headteacher

Purpose of the Role

In keeping with the mission, values and Catholic ethos of Corpus Christi Catholic Primary School, the Teaching Assistant with SEND responsibilities will support the achievement, progress and inclusion of pupils with special educational needs and disabilities (SEND).

The postholder will work under the direction of the SENCO and class teachers to deliver targeted interventions, support high-quality inclusive teaching, and contribute to the effective implementation of Education, Health and Care Plans (EHCPs). The TA will also undertake specified teaching and learning activities and resource and maintain the Discovery Base. They will also undertake any training required as appropriate.

Key Responsibilities

Teaching and Learning

- Plan, prepare and deliver high-quality learning activities for individuals, groups and whole classes under the direction of SENCO and teaching staff where appropriate
- Practise OT targets weekly

¹<https://www.neu.org.uk/advice/member-groups/support-staff/support-staff-pay/pay-scales-support-staff>

- Practise SALT targets weekly
- Deliver evidence-based interventions to support pupils with SEND
- Adapt learning activities to meet the needs of pupils with a range of additional needs
- Provide a learning environment in accordance with TA standards
- Promote pupils' independence, confidence and resilience
- Practise and meet EHCP targets
- Support pupils to access the full curriculum and participate fully in school life
- Use assessment information to inform next steps in learning
- Manage, prepare and maintain equipment and teaching resources for lessons and activities

SEND Responsibilities

- Undertake specialist SEND training when needed
- Support the SENCO in implementing the school's SEND policy and provision map
- Assist in the preparation, implementation and review of EHCP targets
- Monitor and record the progress of pupils with SEND
- Contribute to annual reviews and review meetings as requested
- Liaise effectively with teachers, parents/carers and external agencies
- Maintain accurate and confidential SEND records
- Support the transition of pupils with SEND between year groups and educational phases
- Promote inclusive practice throughout the school

Staff Support

- Provide guidance and support to Teaching Assistants working with pupils with SEND
- Model excellent practice in behaviour management and inclusive teaching strategies
- Contribute to staff training and professional development where appropriate

Pastoral Care and Safeguarding

- Promote the Catholic values and mission of Corpus Christi Catholic Primary School
- Foster positive relationships with pupils, staff and families
- Support pupils' social, emotional and mental health needs
- Maintain high standards of behaviour in line with school policies
- Safeguard and promote the welfare of children, following all school safeguarding procedures

General Responsibilities

- Attend staff meetings where appropriate, INSET days and relevant training
 - Demonstrate commitment to equality, diversity and inclusion
 - Maintain confidentiality at all times
 - Undertake any other duties commensurate with the grade and nature of the post as directed by the Headteacher
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Person Specification

Essential Criteria

Qualifications

- TA Status or equivalent qualification/experience
- GCSE English and Mathematics at Grade C/4 or above
- Relevant SEND training or willingness to undertake further professional development

Experience

- Significant experience working in a primary school setting
- Experience supporting pupils with SEND, including those with EHCPs
- Experience delivering targeted interventions
- Experience of monitoring and recording pupil progress

Knowledge and Skills

- Strong understanding of the SEND Code of Practice
- Knowledge of a range of SEND needs, including ASD, ADHD, Speech and Language Needs, and Social, Emotional and Mental Health needs
- Excellent communication and interpersonal skills
- Ability to work collaboratively with staff, parents and external professionals
- Strong organisational and administrative skills
- Ability to use assessment information to support pupil progress

Personal Qualities

- A strong interest in SEND learners
- Commitment to the distinctive Catholic ethos of the school
- Positive, nurturing and child-centred approach
- Professional, reliable and flexible
- High expectations for all pupils

- Commitment to safeguarding and promoting the welfare of children
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Safeguarding Statement

Corpus Christi Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, satisfactory references and all safer recruitment procedures.

Reviewed: July 2026

Responsible Officer: Headteacher & SENCO

Job Description Reference: TA SEND 2026/27

"To learn, to live to love."