



Boorley Park Primary

JOB DESCRIPTION

JOB TITLE:	Special Needs Assistant
GRADE/ ROLE PROFILE REF:	Grade B
WORKING WEEKS/ HOURS:	38 weeks; 30 hours per week
TIMES WORKED:	Monday to Friday 8.50am – 3.20pm
BASE:	Boorley Park School

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: SENDCO

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To foster the participation of pupils in the social and academic processes of a school. To seek to enable pupils to become more independent learners and help to raise standards of achievement for all pupils.

RESPONSIBILITIES/ACCOUNTABILITIES:

- To implement lesson plans, deal with pupil behaviour and make judgements about pupil progress/pupil needs normally in conjunction with the teacher.
- To work with individual or groups of children, assist in ensuring pupils are kept on task and complete activities set by the teachers.

- To deal with behavioural and special needs issues in conjunction with the teacher and/or provision leader.
- To help implement learning specific to individual needs.
- To assist with testing and assessment.
- To review progress against learning programmes.
- To implement curriculum policies.
- To work with outside agencies.
- To undertake playtime supervision.
- To attend training as and when required.
- To be flexible to meet the needs of the school either working 1:1 with an SEN child or providing class support.
- To maintain confidentiality and hold the trust and confidence of both pupils and teachers.
- To work with 'children come first' attitude, adhering to safeguarding and child protection policies and procedures to maintain the safety and wellbeing of all children.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 7.00am and 7.00pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be

flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder’s IPP would be line managed and undertaken by the SENDCO.

Date Prepared:	June 2026
Prepared By:	HR
Date Reviewed:	
Reviewed By:	