



Special Education Teaching Assistant Job Description

- **Post:** **SEND Teaching Assistant**
- **Appointment for:** 5 January 2026
- **Salary:** Main scale TA salary - dependent upon skills and experience
- **Location:** **Phoenix International Primary School**
- **Responsible to:** SENCO & Head Teacher
- **Job purpose:** The specific duties and responsibilities of the SEND TA: plan for and teach children with special educational needs with one to one or small group instruction, under the supervision of the SENCO, guide and manage children with behavioural and attention challenges, assist with academic assessment, engage in administrative duties including notetaking and recording, organization of detailed documentation and confidential records, be knowledgeable of the British National Curriculum and Standards
- **Duties:** The duties outlined in this job description are in addition to those covered by the latest Teachers' Code of Conduct Document.

SEND Teaching Assistant Main Duties and Responsibilities

Working one-to-one or with small groups of pupils	The SEND TA will plan for and teach children with special needs who require additional help understanding or completing tasks, under the direction and supervision of the Special Educational Needs Coordinators. The SEND TA will become knowledgeable of each child's special educational needs. The SEND TA will support the teaching of the Personal Learning Assistants together with the SENCOs. The SEND TA operates as a collaborative team supporting all children with special needs, under the direction and supervision of the SENCOs. The SEND TA and SENCOs work together to ensure that their time and energy is best spent in a way that optimises learning for all children with special needs.
Supporting pupils with learning challenges	Pupils who have been diagnosed with learning challenges will sometimes have a Personal Learning Assistant (P.L.A.) assigned to them for either all or part of the time to support their learning. This support may be necessary because a pupil is physically disabled, hearing or visually impaired and needs additional support accessing the curriculum. In addition, it may be because they have learning difficulties and need additional support to understand and complete tasks. Lastly, the child may have difficult behaviours and need close monitoring. As a SEND Teaching assistant, you will be another channel of support and communication between the Special Educational Needs Department and the child's classroom teacher and P.L.A. to help the child access a mainstream curriculum.
Preparing the classroom for lessons	A key role of the SEND teaching assistant is to prepare the classroom for lessons. This may involve a variety of activities such as preparing and organising teaching and learning materials, photocopying worksheets, ensuring the organisation of the classroom. In short, the teaching assistant is responsible for organising all of the peripheral items that are essential to the smooth running of the lesson to ensure that when the child or group of children arrive, they can begin learning as quickly as possible. You will be responsible for smooth transitions of students. The SEND TA must be organised and be able to create organisation. The SEND TA must organise the children's work folders with appropriate and ample work.

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Along Old Chileka Road, Opp. Grace Bandawe, Conference Centre.
PO Box 30376, Chichiri, Blantyre 3, Malawi.

T: +265 (0)88 749 9290 / (0)88 749 9298 M: +265 (0)88 460 8271
office@phoenix.mw
www.phoenixschoolmalawi.com

Assessment, Planning and Teaching	The SEND TA must be familiar with academic assessment and be able to use the results to inform their teaching. The SEND TA is responsible for reviewing the lessons for the day so they have a clear idea of the lesson objectives and language necessary to support the learning of children in the classroom in small groups, individually or in the absence of the SENCO. It is essential for the SEND teaching assistant to be familiar with all the materials, systems, procedures and forms in SEND in order to prepare and execute their duties well. The SEND TA must be willing to model after the effective teaching, attention gaining, and behavior management strategies of the SENCOs. The SEND TA will be asked to prepare lesson plans under the supervision of the SENCOs. The SEND TA must be comfortable and confident to teach using the whiteboard and various classroom manipulatives and charts. They must be familiar with the British National Curriculum. Planning for instruction will be accomplished via the internet, emails, and Microsoft Word. The SEND TA must be confident and organised in using a laptop and desktop computer.
Communication, Professionalism & Confidentiality	The SEND TA is part of a professional team and is expected to be able to communicate with P.L.A.s, Classroom Teachers, Specialist Teachers, Therapists, and Parents with effective communication skills. They are to be respectful, discrete, and practise confidentiality always.
Building Relationship, Respect, and Trust	As a SEND TA you will need to be able to be very positive and encouraging to students. You will need to be able to build a positive and respectful relationship that honours each child, no matter what their challenge. You will need to be trustworthy and consistent. You will need to acknowledge and celebrate their successes. You will need to take actions that bring hope and positive outcomes. You will need to interact with the children's teachers and parents with a high level of respect.
Administration and Organisation of the Environment	It's vital that classrooms are kept in good order to ensure an optimal teaching and learning environment. This means that teachers and pupils can find items that they need when they need them, and that the general environment is pleasant without the distraction of mess and disorder. The SEND TA is responsible for ensuring the organisation of confidential files and curriculum files as well as teaching and learning materials. The SEND TA must be knowledgeable of timetables and be able to follow them. The SEND TA is responsible for maintaining the classroom environment. The SEND TA is also responsible for teaching children how to handle and put away their materials.
Creating Students' Work and Accessing Work from the Internet	In addition to keeping things in good order, the SEND TA is also responsible for modifying existing student work and creating new individualised student work. You will need to be conversant with various online educational websites and be able to identify and print appropriate teaching and learning materials.
Assisting at school events	You will be asked to assist at school events and perform wider school duties. You may sometimes be asked to help support pupils beyond the classroom. This may be during lessons outside the SEND Room that may be within the school grounds, or at school events such as school concerts or plays. In this circumstance, your role is likely to become more supervisory as you ensure that children are all safe and accounted for, though you will soon become adept at finding ways to inspire learning in any situation so you are likely to continue pupils' education no matter where you are working with them. You will be asked to fulfill your role as a staff member by taking break duty and other duties as assigned.



Special Educational Needs Teaching Assistant Experience and Qualifications

The Ideal Candidate will have the following Education, Experience, Skills and Personal Characteristics:

Education

- Diploma in Special Education -Minimum

Experience

- 3 Years Experience working with Children with Special Needs at the Primary School Level- Minimum
- Experience working with children with Learning Challenges, A.D.H.D., A.S.D. and Intellectual Challenges
- Experience Teaching within the British National Curriculum

Skills

- Excellent Written and Spoken English

Administration Skills

- I.T. Skills- Conversant in Microsoft Word & Excel. Able to use the Internet to locate resources and follow lessons
- High Degree of Attention to Detail and Organisation
- Clear and Professional Communication with Children and Adults
- Capacity to Manage Multiple Assignments
- Demonstrated Independence and Effectiveness in Lesson Plan Design and Delivery
- Familiar with Individualised Academic Assessment & Special Education Referral Process and I.E.P. Elements

Character

- Positive
- Reliable
- Trustworthy and Dependable
- Hardworking
- Excellent Problem Solving and Decision Making Skills
- Leader
- Takes Initiative

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