



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Sen Support	Grade:	NJC SCP 3
Area/Section:	St Ambrose Catholic Academy	Salary:	£8,897.00
Date Prepared:	July 2025	Hours:	16 hours per week
		Contract:	This role is for 39 weeks per year – 37 weeks during school term time + 2 additional weeks

Role Purpose

This role is to provide dedicated support to pupils with Special Educational Needs supporting at St Ambrose Catholic Academy, fostering their academic, emotional, and social development within a nurturing environment. The post holder will assist in delivering tailored learning experiences, promoting inclusion and independence, while supporting the well-being of pupils through the school day, including during lunchtime sessions. The role is central to our commitment to equality, compassion and community. We are passionate about creating a learning environment where every child feels seen, valued and empowered to achieve their full potential.

Role Summary

- Provide dedicated assistance to pupils with special educational needs, helping them to access the curriculum and participate fully in school life.
- Work closely with teaching staff and the SENCO to implement personalised strategies, promote independence, and contribute to a positive and nurturing learning environment.
- Monitoring pupil progress, liaising with parents and professionals.

Key Responsibilities and Accountabilities

Key Responsibilities

Pupil Support:

- Provide tailored support to pupils with SEN, including those with EHCPs (Education, Health, and Care Plans).
- Assist in implementing individual education plans (IEPs) and behaviour support plans.
- Promote inclusion and encourage independence in learning and social development.
- Provide supervision and support during lunchtimes, promoting safe and inclusive play.

Classroom Support:

- Work closely with the class teacher to adapt learning materials and activities.
- Support the delivery of differentiated lessons to meet individual needs.
- Monitor and record pupil progress and provide feedback to teaching staff.

Pastoral Care:

- Foster a safe, nurturing environment for pupils with additional needs.
- Support pupils with emotional regulation, social interaction, and communication.
- Liaise with parents/carers to provide updates and gather insights on pupil needs.

Collaboration and Communication:

- Work collaboratively with the SENCO, external agencies, and other professionals.
- Attend relevant meetings and contribute to reviews of pupil progress and provision.



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- Maintain accurate records and contribute to reports and assessments.

Professional Development:

- Engage in ongoing training related to SEN strategies, safeguarding, and school policies.
- Reflect on practice and seek opportunities to improve support strategies.

Accountabilities:

- Always ensuring the safety and well-being of pupils.
- Delivering high-quality, consistent support in line with school policies and SEN Code of Practice.
- Maintaining confidentiality and professionalism in all interactions.
- Supporting the school's ethos and commitment to inclusive education.

General Responsibilities

- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with the line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff, and visitors.
- Other duties commensurate with the grade of the post as directed by the Headteacher.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



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PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
Good standard of general education (e.g. GCSE's or equivalent in English and Maths)	✓	
Relevant Level 2 qualification	✓	
Level 3 in Support Teaching and Learning or equivalent		✓
2. Experience		
Experience working with children, particularly those with special educational needs	✓	
Experience supporting learning in a classroom or small group settings	✓	
Experience in delivering targeted interventions		✓
3. Knowledge, Skills and Abilities		
Understanding of child development and learning process	✓	
Awareness of a range of SEN including ASD, ADHD, speech, and language, and SEMH	✓	
Ability to build positive relationships with pupils, staff, and parents	✓	
Capable of working independently or as part of a team with minimal supervision.	✓	
Strong communication and interpersonal skills	✓	
Ability to adapt learning activities to meet individual needs	✓	
Basic understanding of safeguarding practices and a commitment to promoting a safe environment for children		✓
Patience, empathy, and resilience in challenging situations		✓
Flexibility to support school events or work occasional out-of-hours shifts when required.		✓
4. Professional and Personal Qualities		
Belief that every student should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children the best possible Catholic education and a commitment to supporting the Catholic ethos of the Trust	✓	
To have excellent attendance and punctuality	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities and a commitment to professional development	✓	
Commitment to high educational, professional, and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the school	✓	
Understanding of promoting positive relationships with the wider school community	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	
Works to high levels of accuracy	✓	



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		Essential	Desirable
	Pursues a shared vision with enthusiasm and determination	✓	
	Effective communication skills – both written and verbal	✓	
	Empathy and respect for children, parents, and their needs	✓	
	A calm manner and a good sense of humour	✓	
	Approachable, committed, and resourceful	✓	
	Able to manage stressful and challenging situations	✓	
	Prepared to work flexibly and adapt to changing needs	✓	
	Tenacity and the ability to work effectively under pressure	✓	
	Proven capacity to work innovatively and independently	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Disclosure of Criminal Record:

	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A

The employment checks are required:

	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications – section 1 of PS	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	