



Job Description	
School	Keep Hatch Primary School
Post holder	
Job Title	SEMH Specialist Resource Teaching Assistant
Employment Status:	Permanent
Salary Scale	Scale 3: NJC05-NJC06
Hours of Work:	Full Time

Job Purpose

The SEMH Support Practitioner will work as part of the Specialist Resource Base team to support children with Social, Emotional and Mental Health needs. The post-holder will contribute to the creation of an inclusive, nurturing and aspirational environment where children feel safe, supported and ready to learn. Working closely with the SEMH Specialist Resource Teacher, the role will focus on supporting emotional regulation, positive behaviour, engagement in learning and the development of social and life skills. The SEMH Support Practitioner will model the school's vision *Aspire - Believe - Achieve*, embedding the school's values through consistent, relational and trauma-informed practice.

Personal Qualities

You need to have:

- A passion for our school's vision and values, and for teaching and learning
- High expectations for all children
- Warmth, care and sensitivity in dealing with children and their individual needs
- The ability to reflect upon experience and respond positively to feedback in order to further improve professional practice
- The ability to use initiative when the need arises
- Flexibility for change
- The enjoyment of a challenge

You need to be:

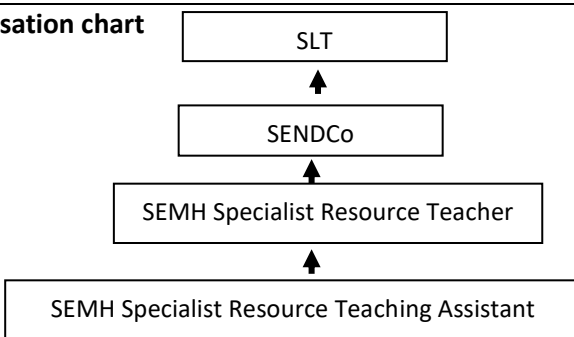
- Committed to the development and well being of children
- Time efficient when carrying out tasks
- A well organised, self motivated person who enjoys working as part of a team

Skills / Abilities

You must be able to:

- Communicate effectively with both children and adults
- Build trusting, respectful and supportive relationships with children.
- Develop and maintain good professional relationships
- Communicate clearly and sensitively with children, families and professionals.
- Manage challenging behaviour through relational, reflective practice.

Organisation chart



Summary of main contacts

Teachers
Children
Parents
Other school staff
Other professionals

SEMH Specialist Resource Teaching Assistant

Main Tasks/Accountabilities

Professional Responsibilities

- Read and adhere to guidelines in the Staff Handbook and Staff Code of Conduct.
- Read and adhere to all relevant school policies, particularly:
 - Behaviour
 - Child Protection and Safeguarding
 - SEND
 - Health and Safety
 - E-safety
 - Preventing Bullying
 - Preventing Radicalisation
- Maintain confidentiality and professional boundaries at all times.

Support within the Resource Base

- Work under the direction of the SEMH Specialist Resource Teacher to support the day-to-day running of the Resource Base.
- Help establish a calm, predictable and emotionally safe environment for children accessing the provision.
- Build positive, trusting relationships with children, acting as a consistent and supportive adult.
- Support children in developing emotional literacy, self-regulation and positive coping strategies.
- Assist with reintegration and transition plans, supporting children to access mainstream learning where appropriate.

Supporting Teaching and Learning

- Support children with learning activities planned by the SEMH Specialist Resource Teacher.
- Adapt support in response to individual needs, emotional states and behaviour.
- Promote engagement, independence and resilience through consistent routines and encouragement.
- Support small-group or 1:1 learning, including practical, experiential and outdoor activities.
- Reinforce learning through structured support and positive modelling.

Behaviour, Wellbeing and Emotional Support

- Use relational, restorative and non-punitive approaches to support behaviour and emotional regulation.
- Identify early signs of distress, dysregulation or anxiety and respond calmly and appropriately.
- Support children to understand and manage their emotions, promoting self-reflection and repair.
- Celebrate progress, however small, and help rebuild self-belief and confidence.
- Maintain a learning environment rooted in respect, consistency and empathy.

Safeguarding and Pastoral Care

- Safeguard and promote the welfare of children at all times in line with school policy.
- Report concerns promptly to the Designated Safeguarding Lead in accordance with procedures.
- Maintain accurate records as required and follow guidance around information sharing.
- Support children's pastoral needs throughout the school day.

Working with Staff, Parents and Professionals

- Work collaboratively with the SEMH Specialist Resource Teacher, SENDCo and wider school staff.
- Contribute to team meetings, briefings and reviews.
- Support positive communication with parents and carers as directed by the class teacher or SEN leaders.
- Act professionally when working alongside external professionals.

Professional Development

- Engage in training related to SEMH, behaviour, safeguarding and inclusive practice.
- Take part in supervision and reflective practice as required.
- Demonstrate a willingness to learn and develop expertise in SEMH approaches.

General Duties

The post-holder must:

- Support children's academic, social and emotional development.
- Contribute positively to the inclusive ethos of the school.
- Work flexibly to meet the needs of the provision.
- Undertake additional reasonable duties linked to the role as directed by the Headteacher.

Signed _____

Date _____