



**WILLOW TREE**  
Academy



## **JOB DESCRIPTION**

# **SEND Teaching Assistant L2**

### *SLD support*

**Name:**  
**Post Title:** SEND Teaching Assistant - Level 2.  
**Hours:** 30hrs  
**Grade:** £18,030 - £18,316 (*experience dependent*)

**Responsible to:** Inclusion Leader

**Responsible for:** Supporting the education, physical care, and safety of allocated pupils with Severe Learning Difficulties (SLD).

To work under the direction and instruction of teaching and senior staff to support access to learning, communication, and independence for pupils with Severe Learning Difficulties (SLD). To provide specialised care, safety management, and general support in the management of pupils and the classroom environment.

### **Duties and Responsibilities**

#### **Support for Pupils**

- Attend to pupils' complex personal needs and implement personalised programmes including physical management, hygiene, intimate care, feeding/eating plans, first aid, and medical/welfare matters.
- Undertake physical moving and handling tasks (including hoisting, positioning, and transferring pupils) using specialised equipment, strictly following appropriate training and individual risk assessments.
- Maintain a high level of vigilance and line-of-sight supervision, recognising that pupils may completely lack safety and danger awareness (e.g. absconding risks, pica, or self-injurious behaviours).
- Establish robust, supportive relationships with pupils. Utilise and promote total communication methods (e.g., Makaton, PECS, AAC devices, visual timetables) to ensure pupils have a voice and can access learning.
- Support pupils with consistent unconditional regard. Apply co-regulation and de-escalation techniques to support pupils exhibiting distressed or challenging behaviours in line with Individual EHC/Behaviour Support Plans.
- Encourage pupils to interact with others and engage in activities, fostering maximum functional independence at their individual developmental level.

#### **Support for the Teacher**

- Prepare the classroom and specialised resources (including sensory, tactile, and practical equipment) as directed; clear away afterwards and assist with the display of pupils' work.
- Be keenly aware of pupil responses, progress, and physical/emotional wellbeing, keeping accurate records and reporting as agreed.
- Provide administrative support focused on curriculum delivery, such as laminating visual aids, organising sensory materials, and preparing adapted learning resources.
- Gather and report routine information from/to parents/carers as directed, maintaining professional and supportive communication boundaries.

#### **Support for the Curriculum**

- Support pupils to understand instructions and tasks through total communication approaches (visuals, gestures, simplified language).
- Support the delivery of a highly differentiated, functional curriculum (including life skills, sensory stories, and early communication/numeracy) as directed.
- Deliver integrated therapy programmes (such as physiotherapy exercises, hydrotherapy, sensory diets, or speech routines) as devised and supervised by external professionals.

- Assist pupils in using basic ICT, assistive technologies, and switches to access learning and communication.
- Prepare, clean, and maintain specialised equipment and resources, assisting pupils in their safe and effective use.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health & Safety, moving and handling, confidentiality, and data protection. Report all concerns immediately to the designated person and record on CPOMs.
- Under agreed school policy and following specialised training, administer routine or emergency medication to pupils in accordance with their Individual Health Care Plan (IHCP).
- Support the role of and work collaboratively with external professionals (e.g., Speech and Language Therapists, Physiotherapists, Occupational Therapists, Nurses).
- Participate in training, performance development, and specialised learning activities (e.g. de-escalation, medical training, communication training) as required.
- Assist with the supervision of pupils out of lesson times, including before/after school and during break times. Accompany staff and pupils on educational visits and out-of-school activities safely.

### **Lunchtime Supervision & Personal Care**

- Ensure line-of-sight supervision of pupils during the lunchtime period, assisting with specialised feeding, dysphagia plans, and dietary requirements where necessary.
- Actively promote healthy choices, physical wellbeing, and targeted self-care/hygiene routines during lunchtime.
- Be proactive in engaging pupils in accessible, structured play and sensory activities during break times to encourage social interaction.

### **General Requirements**

- Post Holders will be required to complete an induction and any specific training related to severe learning difficulties, physical handling, or medical needs provided by the School.
- An appropriate qualification or certified knowledge of First Aid (*Pediatric First Aid, if applicable*) will be required.