

# Job Description

## Teaching Assistant L2 (TA2)



Job Category: Educational Support Staff  
Reports to: SENDCO (or another designated person)  
Line manages: N/A

### **Purpose of the Role**

To work with children and young people as directed, preparing a range of child-centred activities which promote child development and learning. To take responsibility for some specific tasks as listed below.

### **Key Duties and Responsibilities**

- Take a lead on the daily planning and preparation of activities using the medium-term planning document with assistance from SLT & the SEND team.
- Prepare and deliver planned activities following the agreed timetable.
- Direct staff to deliver activities within The Hive.
- Monitor children's behaviour and wellbeing. Keep records as required by the school using CPOMS.
- Have familiarity with all relevant EHCPs specific to the children.
- Promote development and learning (physical, emotional, educational and social).
- Foster growth, self-esteem and independence.
- Observe and record development in line with personal targets / EHCP targets using Cherry Garden on Tapestry.
- Carry out reasonable daily personal care / hygiene duties and administer basic first aid.
- Contribute to the assessment towards progress of EHCP and IEP targets of children.
- Converse with parent / carers about relevant updates and progress of their child.
- Plan and deliver physio / sensory / intervention programmes as advised by professionals or as listed on their EHCP.
- Attend relevant training and share knowledge with staff as required.
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

### **General**

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**