



JOB DESCRIPTION – LEVEL 2 TEACHING ASSISTANT

Purpose and Objectives of the Post:

To work under the guidance of the Head of Learning Support and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

Accountability to: Headteacher

Immediately Responsible to: Head of Learning Support, Core team HLTA's

Duties and Responsibilities:

- Supervise and provide support for special needs, and other children ensuring their access to the curriculum.
- Monitor and review Individual Education/Behaviour Plans and Personal Care Plans.
- Establish good relationships with pupils and interact with them according to individual needs.
- Promote inclusive practice in the classroom for all pupils.
- Encourage pupils to interact with others and join in group activities.
- Promote self-esteem and independence.
- Feedback to the pupil through IEP review, to assess progress and achievement, under the direction of either the class teachers or the SENCO. This is to be done according to Learning Support Department policy.
- Provide clerical/administrative support.
- Assist with displaying children's work.
- Liaise with the teacher to promote a positive learning environment and to support children in achieving learning goals.
- Assist the teacher in production/selection of appropriate learning materials.
- Provide regular feedback to teachers on pupils' achievement, progress, problems etc.
- To provide examination support where appropriate and as directed by the SENCO.
- Establish and maintain constructive relationships with parents/carers.
- Adjust learning activities to reflect the needs of the individual child and to undertake structured learning tasks/programmes under the direction of the SENCO and/or class teachers.
- Be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Concerns to be reported to appropriate person.
- Contribute to school ethos, aims and development.
- Support the role of other professionals.

- Attend relevant meetings as required and feedback to the pupil through review, to assess progress and achievement, under the direction of either the class teachers or the SENCO. This is to be done according to Learning Support Department policy.
- Participate in training and performance development tasks as required.
- Assist with supervision of pupils out of lesson time, including lunchtime.
- Participate in visits and trips out of school and take responsibility for a group under the supervision of a teacher.

Additional Responsibilities/Leadership:

- To work under the guidance of the Head of Learning Support and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom.
- To provide guidance and training for other LSAs who may need additional support with their work, in liaison with Head of Learning Support and the core team and linked to the performance review procedures of the department.
- Monitor and support the progress of pupils with an Educational and Health Care Plan and children on the SEN register at School Action Plus level.
- Organise/ lead and evaluate intervention groups as required.
- Keep SEN register and Provision Maps up-to-date.
- Plan and review provision maps for an identified cohort.
- Provide 1:1 teaching to selected pupils as required.
- Assist in the identification of pupils with specific and moderate learning difficulties.
- Assist in organising INSET within the department as required.
- Make referrals and collaborate with outside agencies where appropriate.
- To support year 7 transition as directed.
- To support peer initiatives as directed.
- Monitor support provided within the classroom to ensure effective differentiation/adaptation.
- Manage resources/filing systems within the learning support base.
- Update information systems as necessary.
- Contribute to the overall ethos/aims and work of the department.
- To assist with First Aid support within school (training to be provided).

January 2026