

## Summary Role Description

### Level 2 Teaching Assistant - SEN

#### Key Outcomes of the Role

Pupils make good or better progress through high quality and effective support for their learning.

This role is linked to the funding of specific pupils and is therefore fixed term. Accordingly, when this pupil no longer attends the school or the funding ceases, the role will end.

Employees should expect to work predominantly, but not exclusively, with the child or children named on the EHCP. If the employee is concerned by the delegation of duties not linked to this pupil, they should speak directly to the Head Teacher.

#### Primary Responsibilities

##### 1. Support for children's learning

Under the guidance of teaching staff and the SENCo:

- Support the learning of individuals, or groups detached from the main work of the class, to achieve targets as defined by the teacher often but not exclusively with a particular emphasis on those with special needs.
- Assist in the development, monitoring and reviewing of children's learning plans.
- Lead activities and interventions and support classroom tasks.
- Assist in carrying out intimate care in line with the school's Intimate Care Policy where appropriate.
- Offer empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback on behaviour.
- Support assessment processes, keeping records for identified children and sharing these with the teacher as required.
- Facilitate children's general physical, emotional and educational development.
- Encouraging safe behaviour of individual and groups.

- Promote and reinforce positive attitudes to learning.
- Follow individual learning and support plans, under the guidance of relevant professional colleagues, to support the learning of children with additional needs.

## **2. Support for the Learning Environment**

Under the guidance of the teaching staff:

- Organise and display materials, finished work and equipment to contribute to an effective learning environment.
- Promote and reinforce the school's behaviour policy.
- Assist in setting up the learning environment including ICT suite, laptops and projectors.
- Undertake an equal share of playground duties and rota duties for school activities.

## **3. Care and Support for Children**

Under the guidance of teaching staff:

- Attend to the day-to-day needs of children, providing personal, social, hygiene, welfare and behaviour support.
- Promote effective pastoral care for individual children and liaise with colleagues to provide accurate records.
- Report concerns to the teacher.
- Assist educational and therapeutic professionals in their delivery of specialist programmes, attending meetings with professionals where appropriate.
- Carry out specified medical care following direct specific training by a qualified practitioner.
- Support the maintenance of a clean and safe environment by cleaning up spillages as necessary.

## General Responsibilities

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Head Teacher.
- Attend Collective Worship as requested by the head teacher (staff have the right to opt out of collective worship and will be redirected by the Head Teacher should this be the case).
- Attend staff meetings within directed time, as requested by the Head Teacher.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder, and the allocation of specific responsibilities may be amended from time to time, in negotiation with the role holder. The job description will be reviewed on an annual basis.

The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

**Person Specification**  
**Level 2 Teaching Assistant**

<b>Essential (Must)</b>	<b>Desirable (Should)</b>
<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• At least 1 years' experience of working effectively in a learning / childcare setting.</li> <li>• Hold GCSE Grade C or above (or equivalent) in English &amp; Maths plus GCSEs in at least 3 other academic subjects.</li> </ul>	<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Understanding of how children develop and learn and the experience to identify and apply appropriate processes to achieve progression.</li> <li>• Understanding of the role of the teacher and of the parent in developing and maintaining an effective learning environment.</li> <li>• Previous, varied experience of working with children in a range of educational settings.</li> <li>• A-Level qualifications or higher in academic subjects.</li> <li>• Experience working in a setting subject to safeguarding and health &amp; safety.</li> </ul>
<p><b>Abilities &amp; Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Flexible, adaptable and positive attitude to working in a structured environment and to contribute effectively to the workload and responsibilities of a team.</li> <li>• Communication skills to promote and develop effective working with pupils and colleagues.</li> <li>• Excellent standard of spoken and written English.</li> <li>• The willingness to contribute to activities beyond the classroom.</li> </ul>	<p><b>Abilities &amp; Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Ability to carry out duties without supervision</li> <li>• A willingness to develop formal capability through achievement of NVQ level 3 or higher qualifications in an appropriate field.</li> <li>• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher</li> <li>• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision</li> <li>• Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers</li> <li>• With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with</li> </ul> <p style="text-align: center;">o</p>
<ul style="list-style-type: none"> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)</li> <li>• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities</li> </ul>	<p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role</li> <li>• Read and understand lesson plans shared prior to lessons, if available</li> <li>• Prepare the classroom for lessons</li> </ul>

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| <ul style="list-style-type: none"><li>• Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning</li><li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures</li><li>• Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</li><li>•</li></ul> |  |
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