

Job Description for the Post of:
Level 2 Teaching Assistant – KS2-3 Transition

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Deputy SENCO.

Main Purpose of the Job

To support the transition of students with SEND from Key Stage 2 to Key Stage 3 by liaising with the SENCO and Head of Transition in the identification of students who require a bespoke transition to high school. To work with the Assistant SENCO (Intervention) to ensure that the needs of these students are met throughout Year 7 with regard to appropriate and effective interventions and that their progress is tracked and monitored.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To support with attending to day-to-day issues that arise in the SEND base.
3. To be available for emergency cover if needed.
4. To support the SENCO in keeping and updating records, information and data, helping to produce analysis and reports as required.
5. To provide objective and accurate feedback and reports as required, to the school on SEND pupil achievement, progress and other matters, ensuring the availability of appropriate evidence, with particular emphasis on the impact that interventions which support successful transition have had on expected outcomes.
6. To lead EHCP Annual Reviews for key students.
7. To share appropriate information on students' needs with staff using systems such as Edukey and CPOMS.
8. To assist the SENCO and Assistant SENCO with the development and implementation of Provision Maps.
9. To liaise with the Assistant SENCO (Interventions) in liaising with therapists, social care staff, medical staff, and other personnel working with pupils as required, assisting with the

coordinating and planning of programmes of work and to integrate specialist advice and practice into Provision Maps and for Health Care Plans.

10. To support the SENCOs in visiting primary schools and liaising with the parents/carers of students with additional needs.
11. To support the SENCOs in ensuring transition information is detailed and shared with appropriate colleagues.
12. To take a lead in identifying students who are struggling during the Key Stage 2 to Key Stage 3 process, including holding meetings with other TAs who are supporting Year 7 students.
13. To support the SENCOs in ensuring that students with additional needs are identified and appropriate support put in place on transition days.
14. To take a lead in planning a SEND Morning for identified students during the transition process.
15. To support the SENCO in ensuring that information regarding SEND is produced and shared with parents/carers and students in a clear and easy to follow format.
16. To support the SENCO in promoting parental engagement through the organisation and delivery of informal information and support meetings.
17. To attend and participate in regular meetings.
18. To participate in training and other learning activities as required.
19. To work with colleagues in meeting the needs of students with complex needs.
20. To promote the inclusion and acceptance of all pupils.
21. To undertake other duties as required in line with the grade and responsibilities of the post.

2025-2026