

**JOB DESCRIPTION**

<b>Job Title:</b>	SEN Teaching Assistant Level 2
<b>Responsible to:</b>	Principal
<b>Job Purpose:</b>	As a SEN Teaching Assistant, you will play a pivotal role in supporting the educational development of identified pupils, in collaboration with teachers and other support staff. You will show a strong commitment to education, experience working with pupils, and a desire to contribute to a positive and inclusive learning environment.
<b>Salary:</b>	TA – SCP 7-10
<b>Hours:</b>	30 hours per week - Fixed Term until 31 <sup>st</sup> August 2027 (Term Time plus Inset Days)

**Main Responsibilities**

**Catholic Life and Mission:**

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision which inspires and motivates pupils, staff and all other members of the community.

**Classroom Support:**

- Contribute to curriculum planning of learning activities for identified pupils.
- Supervise and provide targeted support to individuals or small groups of pupils in line with the teacher's guidance.
- Assist with the lesson/activity planning, delivery and evaluation.
- Adapt teaching materials to meet the needs of identified pupils.
- Support the implementation of strategies to help manage pupil behaviour.
- Active involvement in day-to-day management of the learning environment, including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Support and use IT in learning activities & develop pupils' competence and independence in using IT.

**Assessment and Progress Tracking:**

- Assist in the assessment of pupil progress: providing feedback to teachers for identified pupils.
- Support the recording and tracking of identified pupils' achievements and areas for improvement.

**Support for Pupils:**

- Support individuals or groups during independent and group work. E.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Occasional support to whole class for short periods.
- Help identified pupils to develop communication skills.
- Promote inclusion and acceptance of all pupils; encouraging them to interact and work co-operatively.
- Promote independence and development of self-esteem.
- Assist in the personal, social and emotional development of pupils.
- Assist with the development and implementation of Individual Education and Behaviour Plans.
- Use skills, knowledge and training to provide support in specialist areas.
- Encourage and reinforce positive interactions between pupils.
- Assist with pupil supervision on off-site educational visits, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of pupils.
- Provide intimate care support including hygienic bottle feeding to pupils where required, ensuring dignity, comfort, safeguarding, and adherence to school care policies.
- Ensure the continued safety and wellbeing of children during breaks and lunchtimes in the dining areas, playgrounds and other parts of the school premises.
- Manage lunch time by promoting good social skills, manners and cleanliness.
- Provide welfare support to children.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school, in line with the school's procedures for Child Protection and Safeguarding.

**Other:**

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company's policies and procedures.
- To maintain personal and professional development to meet the changing demands of the post; participating in appropriate training activities.

Other duties as may be determined from time to time within the general scope of the post.

Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.*

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_