



Job Description

| Job Details | |
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| School Name | Lower Darwen Primary School |
| Job Title | Level 2 Teaching Assistant SEND |
| Grade | NJC 04 – NJC 06 (£24,404 - £25,183 per annum, pro rata) |
| Primary Purpose of Job | Provide effective support for teaching and learning in school |
| Responsible to | Headteacher |
| Principal Responsibilities | <p>Provide support for teaching and learning activities</p> <p>Contribute to children’s development and safeguarding</p> <p>Provide support to develop the learning environment</p> <p>Provide support to children with special educational needs</p> |

Main Duties

- Provide support for learning activities across a range of key stages and in a range of environments Support children’s development
- Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding.
- Encourage children’s positive behaviour
- Contribute to positive relationships with children and adults through communication and interaction
- Provide effective support for colleagues
- Support literacy and numeracy activities
- Support the use of information and communication technology for teaching and learning
- Use information and communication technology to support pupils’ learning
- Observe and report on pupil performance
- Provide displays
- Escort and supervise pupils on educational visits and out-of-school activities
- Contribute to maintaining pupil records
- Contribute to monitoring and maintaining curriculum resources
- Invigilate tests and examinations
- Support a child with disabilities or special educational needs