



### **JOB DESCRIPTION**

**JOB TITLE:** Special Educational Needs Teaching Assistant – Level 2  
**GRADE:** 5  
**SALARY RANGE:** Spinal points 05-06 £10.19 - £10.39  
**HOURS:** Post 1 and Post 2 : 30.586 hrs each Post 3 : 23.163hrs  
**POST STATUS:** Fixed term  
**WORKING YEAR:** 43.21wks (44.00wks upon completion of 5 Years service.)

### **GENERAL INFORMATION**

Work under the guidance of the teaching staff and nominated Teaching Assistants, and within an agreed system of supervision, to implement agreed work/care/support programmes with individuals or groups, in or out of the classroom. All staff are expected to participate in professional development and to be pro-active in developing their own skills and knowledge as well.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **1. Support for Pupils**

- a. Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes.
- b. Supervise and support pupils, including those with special needs, ensuring their safety and access to learning.
- c. Establish constructive relationship with pupils and interact with them according to individual needs.
- d. Promote the inclusion and acceptance of all pupils.
- e. Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- f. Set challenging expectations for pupils, and promote self-esteem and independence whilst working within our restorative approach to behaviour and regulation management.
- g. Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

#### **2. Support for the Teacher**

- a. Assist with the planning of learning activities.
- b. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- c. Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupils work.
- d. Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- e. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- f. Establish constructive relationships with parents/carers.
- g. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- h. Maintain records as requested.
- i. Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement/progress.
- j. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- k. Provide general clerical/admin support eg. Administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

### **3. Support for the Curriculum**

- a. Support pupils in understanding instructions.
- b. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- c. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, as directed by teachers.
- d. Support pupils in using ICT, and develop pupils' competence and independence in its use.
- e. Prepare, maintain, and use equipment resources required to meet the lesson plans/relevant learning activities, and assist pupils in their use.
- f. Monitor and manage stock and supplies, cataloguing as required.

### **4. Support for the Academy**

- a. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b. Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- c. Contribute to the overall ethos/work/aims of the Academy.
- d. Appreciate and support the role of other professionals.
- e. Attend and participate in relevant meetings as required.
- f. Participate in training and other learning activities and performance development as required.
- g. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- h. Accompany teaching staff and pupils, as appropriate, on visits, trips and out of school activities, and take responsibility for a group under the supervision of a teacher.
- i. Undertake any other duties as needed by the academy including supervision of pupils at lunchtime