

SEND TA Support – Job Description

Position: Temporary Teaching Assistant for SEN Support-

TA level 2, Grade 3 point 4 Pro rata TTO £18,100

30 hours -8.45am-3.15pm

Location: Cheetham CofE Community Academy

Start Date: January 2026

Key Responsibilities

Provide support to a group of children with SEN, ensuring they have access to their personalised curriculum and can participate fully in school life.

Work closely with class teachers and the SENCO to implement personalised learning plans.

Assist with classroom activities, adapting materials and resources to meet the individual needs of students.

Monitor and record the progress of students, providing feedback to teachers and parents.

Support the social and emotional development of students, fostering a positive and inclusive learning environment.

Ideal Candidate

We are looking for someone who is:

Passionate about supporting children with SEN.

Patient, empathetic, and able to build strong relationships with students.

Experienced in working with children with SEN (and can demonstrate recent experience) in particular children with speech and language delay and social and communication difficulties.

Have knowledge or experience of working with children with Autism and children with speech and language needs.

A team player with excellent communication and organisational skills.

Committed to ongoing professional development and learning.

MCC JOB DESCRIPTION FOR TEACHING ASSISTANT level 2

Job Title: Teaching Assistant: Level 2 (SEN Support)

Reports to: The Class teacher and SENCO

Responsible for: To work under an agreed system of guidance and management from the Class teacher and SENCO to take responsibility for the child; Wave 3 interventions as appropriate to meet the needs of the child. In class

support work directed to the child. To support the work of the Class Teacher and SENCO in raising standards for children with SEN

Main Purpose: To provide specialist skills and knowledge, at an advanced level, in the area of SEN (in particular children with a social and communication difficulties and children with Autism)

To plan, resource, deliver, monitor and review progress for the child on individual programmes within the classroom or as part of a withdrawal strategy.

Under the guidance of teaching/senior support staff, provide support for pupils who require help to enable access to learning and to assist in the management of pupils

Job Description

Teaching Assistant – Level 2, Grade 3

The post holder will report to the Teacher / Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are Head Teacher, teaching staff, other support staff and pupils.

Main Duties

Support for pupils

1. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs
2. Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
3. Give regular feedback on children's progress to the class teacher and file records
4. Attend to children's personal needs, including pastoral, social, health, physical hygiene, minor first aid and welfare matters.
5. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
6. Promote the inclusion and acceptance of all pupils
7. Encourage pupils to act independently as appropriate
8. To occasionally supervise whole classes as required

Support for Teachers

9. Provide curricular clerical/admin support, eg. photocopying, making lists, collection of monies
10. Under the direction of the teacher prepare the classroom for lessons including display work and clear afterwards, as appropriate.
11. Undertake pupil record keeping and updating records, information and data, producing reports as required.
12. Assist in the development and implementation of behaviour management strategies.
13. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
14. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
15. Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work

Support for the Curriculum

16. Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
18. Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.

Support for the School

19. Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
20. Assist in maintaining high standards of health and safety at all times.
21. Maintain good relationships with colleagues and work together as a team.
22. Assist in the supervision of classroom and outdoor activities.

23. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
24. Contribute to the overall ethos/work/aims of the school.
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
26. Attend relevant meetings.
27. Participate in training, including relevant learning strategies and other learning activities and performance management where required.

All elements of Specified Teaching Work undertaken by the postholder will be within the framework of the school's Scheme of Supervision in line with the 2003 Regulations and (amended Regulations 2007). In addition to HLTA's, the Regulations cover other groups of support staff who undertake 'specified work' at different levels. Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out 'specified work'. Where more demanding aspects of 'specified work' are carried out by support staff, and particularly where they are working with whole classes, it is strongly recommended that the headteacher should have regard to the standards for HLTAs in determining whether those staff have the necessary level of skills and expertise.

A teaching assistant Level 2 may be called upon to provide cover supervision for a group or occasionally for a whole class for a session/lesson, this may involve the teaching assistant contributing to the planning, preparation, assessment and reporting.

The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

