

## Job Description

<b>Job Title:</b>	L2 Teaching Assistant with SNA Support
<b>Responsible to:</b>	SENCo
<b>Job Purpose:</b>	To provide learning and care support for pupils with special educational needs (SEND). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions, behaviour management and physical/medical healthcare needs.
<b>Salary:</b>	TA2 – SCP 5
<b>Hours:</b>	18 hrs 45 mins hours per week Mon-Fri mornings with lunch cover, for 39 weeks per year (Term Time plus Inset Days)

### **Responsibilities:**

#### **Supporting pupils**

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional, physical and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans
- Support pupils with personal care including nappy changing and toileting where necessary
- To establish supportive relationships with the pupil and parents concerned

#### **Teaching and learning**

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEND), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use ICT skills to advance pupils learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school

#### **Working with staff, parents/carers and relevant professionals**

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Catholic life and Mission**

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **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 policies & 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: \_\_\_\_\_