

Job Description

Teaching Assistant L2 (TA2) – Behaviour, Wellbeing & SEND



Job Category: Educational Support Staff
Grade: 5
Reports to: Assistant Headteacher – Pastoral (SENDCo & DSL)
Line manages: N/A

Purpose of the Role

To work with children and young people as directed, providing support across a range of child centred intervention and activities which promote child development, wellbeing care and learning. To take responsibility for some specific tasks as listed below.

Key Duties and Responsibilities

- Assist with the planning and preparation of activities, interventions and environments, and in the research, development and delivery of local and national initiatives in the context of the school and pupil needs.
- Participate in the preparation of learning environments.
- Monitor children's needs reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant EHCPs and write/review Risk Reduction Plans and Pupil Risk Assessments specific to the child.
- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Support, develop and model strategies for pupils SEMH needs and Personal Wellbeing Timetables
- Carry out reasonable daily personal care/hygiene duties and administer basic first aid and first coordination
- Assist with the movement of children in and around School
- Provide cover in classes as direct by Senior Leaders.
- Plan, monitor and supervise children during Wellbeing Breaks and Lunch
- Be responsible for particular learning areas, including planning and preparation of activities and meeting appropriate deadlines.
- Assist with planning for school visits.
- Support the SENDCo through contribution to the development and administration of Individual Learning Plans, Annual Reviews of EHCPs and other associated SEND procedures
- Be responsible for specialist equipment and resources
- Help organise, participate in and attend meetings with parent/carers and other stakeholders under the direction of the Assistant Headteacher - Pastoral
- Plan and deliver intervention programmes as advised by professionals.
- Monitor progress and keep up to date records in line with school expectations, particularly Behaviour Incident and Physical Intervention records
- Liaise with professionals and school staff to implement programmes.
- Attend relevant training and share knowledge with staff as required.
- Monitor use of equipment and report to relevant staff and professionals
- Provide written reports as requested in discussion with the colleagues, stakeholders and Senior Leaders
- Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment