



## JOB DESCRIPTION TEACHING ASSISTANT (Level 2)

<b>Purpose:</b>	To work in collaboration with SENCO/Deputy SENCO and teachers in order to provide timetabled support and guidance to SEN students with a range of complex needs in mainstream lessons across the school and year groups. As well as to plan, deliver and evaluate one-to-one and group intervention sessions outside of the classroom, that support SEND learners, when required.
<b>Reporting to:</b>	Assistant Headteacher: SENCO
<b>Liaising with:</b>	Teaching and other staff in the school / Students / Parents/Relatives/Carers
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	Full-time 32 hrs 30 mins per week, 190 days (term time) + 5 days
<b>Salary</b>	Grade 3, point 6 -11 - £19,730 to £22,042 (pro-rata applied)

### Key Responsibilities

#### **Supporting pupils' progress and outcomes:**

- Supervise and support planned learning activities/teaching programmes as agreed with the teacher
- Support the teacher in monitoring, assessing and recording student progress and learning
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Plan and implement interventions for SEND students
- Support the development of Pupil Passports, APDR documents and case studies
- To understand and apply professional guidance as outlined in student's EHCPs/ professional reports
- Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring availability of appropriate evidence
- Undertake routine marking of students' work and accurately record achievement/progress, using the Graduated Approach, if appropriate
- Be responsible for keeping and updating records To be a PLG (Personal Learning Guide) in line with school policy

#### **Supporting learning and inclusion:**

- Have high expectations and support SEND students consistently, whilst recognising and responding to their individual needs



- Support students with their social and emotional well-being, reporting problems to an appropriate staff member, when required
- To support inclusive learning culture in the school and acceptance of all students in the classroom by encouraging them to interact appropriately with one another and to engage in activities led by the teacher
- To support student's successful transfer between educational establishments and at key stages in their learning
- Support the development of students' independence, resiliency and self-esteem, rewarding achievements, when possible
- Support the effective use of ICT and adaptive tools to assist in learning activities
- Create/Support and maintain an appropriate learning environment, in liaison with the teacher
- Prepare and/or adapt teaching materials and use equipment and resources required to meet the lesson objectives and assist students in their use
- To assist in creating materials for curriculum delivery and display boards
- To support extracurricular activities including homework support, supported lunchtime clubs and after-school enrichment activities

### **Working in partnership:**

- Act as a positive role model, develop trusting relationships with both staff and students
- When appropriate, share information about students with other staff, parents/carers, internal and external agencies
- Effectively communicate and provide feedback in meetings with staff, parents/carers and internal/external agencies, as agreed with the SENCO/Deputy SENCO
- Attend and participate in meetings as required
- Work with all staff to ensure the safeguarding of children and young people
- Improve one's own practice through training, observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others

### **Other support:**

- To attend regular meetings, training and briefings, as required, and contribute to the identification and sharing of good practice between individuals
- To assist with referrals to external services e.g., speech/language therapy, occupational therapy
- Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher
- First Aid and invigilate formal and mock examinations (and support with Exam Access Arrangements)
- Where required, to cover for absent colleagues
- Be aware of and comply with policies, procedures and codes of practice of the school including: child protection, health & safety, confidentiality and



data protection, finance, ICT and reporting all concerns to a nominated person

- Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

**Academy culture:**

- Promote positive values, respectful attitudes and good student behaviour. Deal promptly with conflicts and incidents, whilst encouraging students to take responsibility for their own behaviour, in line with established school policies
- Contribute to the overall work, smooth running and ethos of the school
- Support and work in collaboration with colleagues and other professionals in, and beyond the school.
- Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers

*Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job that are commensurate with the salary and job title.**

**Date: January 2026**

**Headteacher: Mr J Clegg**



## Person Specification – Teaching Assistant

	Essential / Desirable	Application Interview
<b>Education &amp; Qualifications</b>		
NVQ 2 for Teaching Assistants or equivalent qualification or experience	E	A
A*- C or 9 - 4 grade in G.C.S.E. English and Maths		
Qualified to work in the UK	E	A
Willingness to undertake training in relevant learning strategies e.g. literacy/numeracy and /or training in a particular curriculum.	E	A/I
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	A/I
Qualified to at least degree level	D	A
First Aid Training	D	A
<b>Knowledge &amp; Experience</b>		
Working with, or caring for, secondary school students	E	A/I
Working with children in small groups or in 1:1 situations	E	A/I
Working with children with Special Needs and/or disabilities and/or challenging behaviours	E	A/I
Preparation of appropriate resources	E	A/I
Familiar with the use of technological equipment e.g. use of Excel & Word	E	A/I
Understanding of inclusion and how it applies in a school setting	E	A/I
Recognise potential safeguarding issues and appropriately act upon them	E	A/I
Ability to support classroom teaching across a range of subjects and age ranges	E	A/I
Ability to plan, monitor and evaluate 1:1 or small group interventions with students	E	A/I
Ability of analyse attainment and progress data in order to inform planning and support	E	A/I



Ability to be resilient and flexible and to try different approaches with students with a wider range of additional needs, based on professional advice	E	A/I
Any SEND related training	D	A/I
Experience of developing and implementing a SEND related intervention	D	A/I
Experience or knowledge of the National Curriculum•	D	A/I
Experience or knowledge of evidence-based interventions or 'catch up' programmes	D	A/I
<b>Skills &amp; Abilities</b>		
Build and maintain effective relationships with all students & colleagues	E	A/I
Effectively communicate with a wide range of audiences	E	A/I
Use standard ICT packages: the ability to use Outlook, Excel, Word, PowerPoint with a high level of proficiency.	E	A/I
Well-developed planning and organisational skills including time management and the ability to meet deadlines	E	A/I
Sound judgement and problem- solving skills	E	A/I
Work with children at all levels regardless of specific individual need	E	A/I
Promote a positive ethos and be a good role model	E	A/I
Work collaboratively as part of a team, understanding classroom roles and responsibilities	E	A/I
Ability to respect and maintain confidentiality, including following general data protection regulations	E	A/I
Continually improve own practice/knowledge through self-evaluation, learning from others and attending appropriate training	E	A/I
<b>Work Circumstances</b>		
Willing to be fully engaged in the whole life of the school including extra-curricular activities.	E	I
Work flexibly as the workload demands	E	I
Occasional out of hours working to support school functions/trips	E	I
Excellent attendance record*		

(\*Reference only once a conditional job offer made)