

## Job Description

**Title:** Temporary SEN Teaching Assistant, Level 2  
(Secondary Phase)

**Salary:** Grade 3 Point 4 - 6 (currently £18,933 - £19,698 pro rata)  
Effective: As soon as possible to 31 August 2022  
35 hours per week, full-time, 39 weeks, TTO

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**Reporting to:** Headteacher, Associate Headteacher, Director of SEN, Assistant SEN, TA Management Team

**Main Contacts:** Apart from other colleagues in the TA Team, the main contacts are: Assistant SENCO, teaching staff, other support staff, pupils and parents

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### Main Purpose of the job

To support access to learning and provide general support for the school in the management of pupils and resources, as directed by the TA Management Team and SENCO.

To promote the safety and well-being of pupils in accordance with school policies.

### Main Duties

#### Support for Pupils

1. Work with individuals and small groups of pupils under the supervision of the teacher including the implementation of personalised targets.
2. Give regular feedback on pupils' progress to the class teacher and file records
3. Attend to pupils' personal needs, including pastoral, social, health, nutrition, physical hygiene, physiotherapy, minor first aid and welfare matters.
4. Establish good relationships with pupils, being a role model (taking on role model by) in presenting a positive personal image and responding appropriately to individual needs.
5. Promote the inclusion and acceptance of all pupils.
6. Encourage pupils to develop independence and self-help skills (act independently) as appropriate.
7. Act as a keyworker to nominated pupils.

#### Support for Teachers

8. Provide curricular clerical/admin support, e.g. filing, photocopying, making lists, collection of monies.
9. Undertake pupil record keeping and assessment as required e.g. provide a written statement on pupil progress for a review.

10. Support the teacher in (managing pupil behaviour) setting high standards of pupil behaviour including modelling effective behaviours for learning and reporting difficulties as appropriate.
11. Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.
12. Adopt relevant teaching and learning strategies to support the work of teachers and increase the achievement of targeted pupils.

### Support for the Curriculum

13. Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies.
14. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
15. Prepare and maintain equipment/resources as directed and assist pupils in their use.
16. Take an active role in developing relevant subject knowledge, specialist skills, knowledge to support pupils with SEN or physical disabilities and behaviour management strategies as appropriate.

### Support for the School

17. 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.
18. Maintain high standards of health and safety at all times.
19. Maintain good relationships with colleagues and work together as a team.
20. Assist in the supervision of classroom and outdoor activities.
21. Have proper and professional regard for (Contribute to) the overall ethos/work/aims of the school.
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Attend relevant meetings.
24. Positive participation in training, formulation of a CPD file and performance management.

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 (amended 2007) and *Professional standards for teaching assistants* (2015). In addition to HLTAs, 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 occasionally to provide cover supervision for an ACE or study for a lesson e.g. in an urgent situation.

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 has a disability, 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.

*This is not a full description of the tasks involved in the role, which will be carried out in accordance with school policies and guidance and in accordance with the conditions of employment in the School Teachers' Pay and Conditions Document. Postholders will be given support to enable them to interpret and carry out their role. This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.*