



Teaching Assistant - Level 2 SEN Job Description

Salary / grade range	Band D, scp 6 -7 Annual Salary: £25,989 - £26,403.00 (Full Time Equivalent) Pro rata - Actual Salary: £22,553 - £22,912
Location	Co-op Academy Hillside
Reports to	Head Teacher and Senior Leadership Team
Contract	Fixed Term 12 months
Hours of Work	36 hours per week 39 weeks per year

Purpose of role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

This role is based within our specialist resource provision therefore the post holder needs to have proven success within a resource based provision and have extensive experience with complex needs including social, mental and communication. It would be desirable for the postholder to have completed Aces and Trauma Informed Approach training.

Key Tasks (and specific duties / responsibilities):

- Support for Pupils
- To have regard for the safety and wellbeing of the pupil at all time;
- To work alongside the individual and groups of pupils in activities specified by the class teacher, establishing and acting as a role model;
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person;
- To encourage inclusion within the classroom;
- To encourage pupils to interact with others and engage in activities led by the teacher;



- To assist in the supervision of pupils on outings or visits;
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To enrich and enhance lunchtime provision through structured play.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote independence and employ strategies to recognise and reward achievements of self-reliance.

- Support for Teachers

- To receive instruction from teachers regarding the daily/weekly programme of activities and events;
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom under supervision;
- To be aware of pupils' problems/progress/achievements and report to the teacher as agreed and pass on information from parents/carers;
- Provide administrative and clerical support e.g. record keeping, photocopying, filing, receiving and passing money to the school office;
- To assist in the display of pupils' work to reflect their achievement;
- To assist with tasks within the school's assessment procedures;
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

- Support for Curriculum

- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies;
- To support pupils in using basic ICT as directed

- Support for the School
- To comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person;
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- To carry out break/lunch duties
- To contribute to the overall work/aims of the school;
- To contribute to the wider life of the academy
- To attend appropriate staff meetings as required;
- To treat all information relating to a child as strictly confidential and to refer all enquiries, other than from professionals, to the Headteacher;



- To be a proactive member of the school and class;
- To attend relevant professional development, in order to update knowledge.

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and provided for
- To work in partnership with parents/carers and other family members alongside the SENDco
- To inform the SENDCo of any concerns or improvements that could be made to ensure consistent inclusive practices in our Base e.g. health and well-being of children, care programmes, physio/medication changes, safety of activities, preserving confidentiality as necessary
- To teach children as directed by the teacher or HLTA, offering an appropriate level of support and stimulating play experiences
- To ensure that children are kept safe and that you understand to follow child protection procedures
- To support snack times and meal times within the setting
- To actively participate at team meetings, supervision meetings and appraisal meetings where appropriate
- To attend training courses as required and to take responsibility for personal development
- To keep completely confidential any information regarding the children, their families or other colleagues following KCSIE 2024 guidance
- To be aware of and adhere to all the setting's operational policies and procedures, including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, safeguarding, and whistleblowing. This is not an exhaustive list of the setting's procedures
- To ensure that adequate records are kept and updated regularly
- To promote the setting to current parents and potential parents representing Co-op brand effectively at all times
- To comply with the requirements of the General Data Protection Regulation

Personal attributes required (based on job description):



Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ Level 2 for Teaching Assistants or equivalent as per QCA document • GCSE Maths and English Grade C/4 and above, or equivalent • Very good numeracy/literacy/ICT skills • Training in ReadWriteInc Phonics Programme • First Aid training as appropriate • Training in sign language 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>
<p>Experience</p> <ul style="list-style-type: none"> • Previous experience of working with all ages in an educational setting • Experience of working with children having a range of complex special needs • Experience of working with Pupil premium children 	<p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice and current issues in education. • An understanding of the role played by adults in safeguarding young people • Able to build relationships with young people and adults • Confidence, skills and ability to lead groups of students • Confidence in supporting students with their literacy and numeracy • Excellent organisational & administrative skills • Excellent oral and written communication skills • Effective use of ICT to support learning • Accuracy and attention to detail 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



<ul style="list-style-type: none"> • An ability to communicate effectively with the full range of stakeholders. • Excellent presentation skills • Sensitivity to the varying needs of young people • Ability to use ICT effectively to support learning • Read Write Inc Phonics and Maths No Problem knowledge 	<p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Commitment to the safeguarding of children and young people. • Resilience • Flexible and adaptable • Can do attitude • Able to use initiative • Good team member • Good role model • Willingness to participate in the wider life of the school. • A commitment to personal professional development • Strong educational principles, centered on total inclusion and equality • Involvement in cross-curricular activities • High levels of emotional intelligence, honesty and professional integrity 	<p>E</p>	<p>A/I</p>

This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Application (A) Interview (I) Presentation (P) Observation (O) Task (T)