Little Lever School

be kind | work hard | take responsibility

JOB DESCRIPTION

Department	LITTLE LEVER SCHOOL
Job Title	TA2
Hours	29 HOURS PER WEEK. TERM TIME PLUS 1 STAFF INSET DAY AND 4 X 30 MINUTE TRAINING SESSIONS HELD OUTSIDE OF SCHOOL DAY HOURS
Grade	GRADE D (SCP 6 - 11) + SEN ALLOWANCE ACTUAL ANNUAL SALARY (INCL SEN ALLOWANCE) £18,637 - £20,095
Primary Purpose of the Job	Working as a member of the School's Inclusion Team under the supervision and direction/guidance of the Head of Inclusion (SENCO) – working in a variety of ways to ensure that students with additional needs are fully included in the life of the learning community and have equal opportunity to fulfil their potential. • Implement structured learning programmes for students supported within Inclusion • Provide support for a range of teaching and learning activities in school • Provide support for individual students and groups of students in specific areas of the curriculum or during transitions
Responsible to	Head of Inclusion (SENCO)
Principal Responsibilities	• Work under the direction/guidance of the Head of Inclusion/class teacher to support particular student(s) to access the curriculum in the most effective way appropriate to their needs and understanding • Under the direction of the Head of Inclusion, contribute to maintaining student records and feeding back on progress • In liaison with the Head of Inclusion support the transition of statemented students • Deliver and monitor programmes devised by/under the directions of LA Support Services or Head of Inclusion

	• Under the guidance of the Head of Inclusion, input data regarding interventions on the school provision map • Any other appropriate duties commensurate with the grade of the post which may be required from time to time

SUPPORT FOR THE STUDENT

- Establish good working relationships with students, acting as a role model and setting high expectations
- Encourage children's positive behaviour in line with Individual Education Plans
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence employing strategies to recognise and reward achievement within established school procedures
- Provide support for learning activities across a range of key stages and in a range of environments in line with children's needs
- Support children's development (e.g. physical, emotional, social, communication and intellectual development needs)
- Help to keep children safe, including maintaining a safe environment, dealing with accidents, supporting safeguarding
- Support children with disabilities or special educational needs in line with the school and LA plans
- Use information and communication technology to support pupils' learning in line with their needs

SUPPORT FOR THE TEACHER

- Establish and maintain an appropriate learning environment under the supervision of the Director of Inclusion/class teacher
- Administer routine tests and accurately record achievement/progress
- Promote positive values and attitudes and good student behaviour, dealing promptly with conflict and incidents and encourage students to take responsibility for their own behaviour in line with established school policy
- Observe and report on pupil performance
- Invigilate tests and examinations

SUPPORT FOR THE CURRICULUM

- Support literacy, numeracy and science activities as appropriate to the needs of the pupils
- Support the use of information and communication technology for teaching and learning
- Contribute to monitoring and maintaining curriculum resources
- Support children's learning in line with specialist assessments and curricula

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to the opportunities to learn and develop
- Contribute to the school ethos, aims and improvement plans
- Participate in training and other learning activities, as required
- Accompany teaching staff and students on visits, trips and out of school activities, as required
- Contribute to the positive relationships with children and adults through communication and interaction
- Provide displays

Date Job Description prepared/updated	October 2026
Job Description prepared by	HR