



JOB DESCRIPTION

SCHOOL: Irlam Endowed Primary School

JOB DETAILS:

Job Title: SEND Teaching Assistant - Level 2

Grade: Grade 2A

Directly responsible to: Headteacher / Assistant Headteachers/ SENDCo

Directly responsible for: N/A

Hours of Duty: Up to 36 per week

Summary of Role:

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

Main Duties and Responsibilities/Accountabilities:

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and whole school systems and routines.
2. Assist with the display of children's work and enhancing the learning environment for all children.
3. Use appropriate strategies, in liaison with teaching staff and other professionals, to support pupils to achieve learning goals.
4. Assist with the planning, delivery, assessment and feedback of learning activities in line with the school's systems and routines.
5. Monitor and record outcomes of learning activities accurately, providing feedback to teaching staff on how children are achieving and progressing in their learning.
6. Promote positive behaviours and relationships from children, dealing promptly with conflict and incidents in line with the school's policy.
7. Establish positive and constructive relationships with parents and carers.
8. Administer routine tests and assessments, as well as providing routine marking and feedback of children's work.
9. Provide clerical and admin support where necessary (e.g. photocopying, filing, preparing learning activities etc).

Support for the Pupils

1. Supervise and provide particular support for children, including those with special educational needs, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education Plans (IEPS), Behaviour Plans and Intimidate Care Plans (where appropriate)
3. Establish constructive and positive relationships with children and interact with them according to individual needs.
4. Promote the inclusion and wellbeing of all children in line with the school's values of diversity, kindness, respect and resilience.
5. Encourage and support children to interact with others and engage in activities led by teaching staff.
6. Set challenging and demanding expectations and promote self-esteem and independence for all children.
7. Provide high-quality feedback to children in relation to their progress and achievement under the guidance of teaching staff.
8. Provide personal care and administer medication (as and when required) in line with the school's policy.

Support for the Curriculum

1. Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to children's responses.
2. Undertake programmes linked to local and national learning strategies.
3. Support the use of ICT and technologies in learning activities and develop children's competence and independence in its use.
4. Prepare, maintain and use equipment / resources to meet the lesson plans / relevant learning activity and assist pupils in their use.

Support for the School

1. Be aware of and comply with policies and procedures relating to children protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
5. Assist with the supervision of pupils during lesson times, including before and after school and at lunchtimes.
6. Accompany teaching staff and pupils on trips and visits and other school activities as required.

Knowledge and Skills

1. Be qualified to Level 2 or willing to complete a Teaching Assistant apprenticeship.
2. Appropriate knowledge of first aid.

3. Effective use of ICT and technology to support learning, including the use of audio-visual devices and photocopiers.
4. Understand relevant school policies, the school's Code of Conduct and awareness of relevant legislation.
5. General understanding of the EYFS Framework, National Curriculum and child development.
6. Ability to self-evaluate learning needs and actively seek opportunities to develop.
7. Ability to relate well to children and adults.
8. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.

Safeguarding

1. The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised:

10.04.2026

Prepared by:

Benjamin Lynch

Agreed by Postholder

