



## Job Profile

### Teaching Assistant Level 2 SEN

---

#### Your job

**Job purpose:** Under the direction of teaching/senior staff to undertake work/care/support programmes to support learning for SEN pupils.

To provide particular help for those students with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

**Reporting to:** Teachers/senior staff – teaching and non teaching

**Responsible for:** None

**Liaising with:** Pupils, parents/carers, teachers, senior staff, visitors to the school

**Grade:** G4

**Gauge Ref:** A23293

**Disclosure level:** Enhanced

#### Job Outline:

- To support students with barriers to learning on a one to one basis and/or in a small group in or out of the classroom.
- To work with students on therapy or care programmes that are designed and supervised by a therapist/care assistant.
- To attend to pupils personal needs including toileting, hygiene, dressing, eating and giving minor medical support.
- To assist with the development and implementation of Individual education/behaviour/ care plans/programmes.
- To establish constructive relationships with pupils and interact with them according to individual needs.



- To promote the inclusion and acceptance of all pupils.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour and encourage them to interact with others and engage in activities led by the teacher.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- To give regular feedback to teachers on pupils' achievement, progress and problems.
- To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work including preparation and tidying of the learning environment and resources.
- To monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- To provide clerical/admin support, for example, photocopying, collection of money.
- To assist with the supervision of pupils out of lesson times, including before and after school as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.

### Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff review and development appraisal process

### Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area
-



## Schools Job Profile Acceptance Form

### Teaching Assistant Level 2 SEN

G4 – A23293

#### **SIGNATURES / AUTHORISATION**

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: \_\_\_\_\_ Date \_\_\_\_\_

Signed Headteacher: \_\_\_\_\_ Date \_\_\_\_\_

Signed Jobholder: \_\_\_\_\_ Date \_\_\_\_\_

Print name Jobholder: \_\_\_\_\_ NI no \_\_\_\_\_

School name: \_\_\_\_\_

DFES: \_\_\_\_\_



## Person Specification / Selection Criteria

### Teaching Assistant Level 2 SEN

#### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working and interacting with children of a relevant age and or learning need	E		A, I
Experience of working with children with special educational needs		D	A, I



## B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ level 2 or equivalent qualification experience or comparable level of experience		D	A, I
Basic level of literacy & numeracy	E		A, I
Willingness to undertake further relevant teacher assistant training	E		I
Willingness to undertake basic first aid		D	A, I



### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of Health and Safety		D	A, I
Knowledge and understanding of providing support to children with special educational needs		D	A, I
Basic knowledge of how to use ICT to support learning	E		A, I
Understanding of how to use relevant equipment/resources	E		A, I
Some knowledge of children's games and activities	E		A, I
A knowledge of the national/foundation stage curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Basic understanding of child development and learning processes		D	A, I



## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to converse with and relate well to pupils with communication difficulties	E		A, I
Ability to communicate well with adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies.	E		A, I
Ability to deal with minor injuries		D	A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I