

Job Description **SEN Teaching Assistant (Level 2)**

Start Date:	September 2026
Responsible to:	Headteacher
Location:	Queen's Park Infant Academy
Grade:	Grade 3 SCP 4-6 (FTE £25,185 - £25,989 FTE)
Hours of work:	8:30am-15.15pm, Monday-Friday
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Job Purpose & Objectives

- To provide support for the teacher by preparing an effective learning environment establishing good relations with the pupil/s giving appropriate comfort and care as directed and linking this support through our Teaching and Learning and Relational/Behaviour Management Policy expectations.
- To assist the pupil to reach their full potential by maintaining a safe working environment.
- To provide care and support for the pupil/s by supporting learning through planned and differentiated activities, this will include intimate care.
- Supporting and supervising the children during lunchtime.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Supporting a child/ren within a Reception (Early Years) class setting, this may be supporting a child in small groups or on a 1:1 basis.
- Work with class teachers to implement support strategies and differentiation within the classroom, creating resources as required and requested e.g. photocopying and printing as directed by the teacher.
- Working alongside the class teacher to plan, prepare and deliver learning to individuals, modifying and adapting activities to advance children's learning as necessary.
- Support the class teacher, and work individually, to assess, record and provide oral and written feedback/information on the child's, development, progress and attainment. Use this knowledge and understanding to extend and challenge pupils' learning and to suggest ways to adapt in future lessons.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their IEP and EHCP, offering input at the time of review if appropriate.
- Provide pastoral support to pupils in accordance with agreed procedures, including emotional comfort and immediate care for minor accident, upsets and ailments; plus, intimate and personal care as required.
- To support the child/ren through the development of good, trusting and productive working relationships which encourages independence and responsibility for their own behavioural choices. Provide a good model for children.

- Promote the children's personal development and independence skills. Give encouragement and feedback to pupils using appropriate language and vocabulary.
- Check the availability and location of safety equipment and ensure safety in the learning environment.
- Undertake playground supervision of the children to maintain safety and monitor security of the grounds.
- Support and promote our school values, ethos and approach

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- The Deputy Head/SENCO will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- Uphold our safeguarding culture of vigilance at all times, ensuring the safeguarding of pupils is always of paramount importance and follow the school's safeguarding and child protection policy.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification SEN Teaching Assistant (Level 2)

Criteria	Essential	Desirable
Qualifications:	- Child care qualification (CACHE level 2, NVQ level 2) or working towards this. - Educated to GCSE level in Maths & English.	- Paediatric First Aid qualification or willingness to train - Food Hygiene Certificate - Evidence of continuing professional development
Experience	- Experience of working with children in primary schools. - Experience of working in a team. - Experience working with children who have additional needs and/or SEND	- Experience working in EYFS. - Experience of working with autistic children including those who are pre-verbal - Experience of working as a Teaching Assistant
Knowledge	- Knowledge of EYFS practices. - Key understanding of phonics and early reading. - How to effectively and proactively communicate with children, young people or adults	- Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD) - Knowledge and understanding of Special Educational Needs and Disabilities - Knowledge of strategies that support pupils' positive behaviour - Familiarity with phonics programmes such as ELS
Skills & Abilities	- Ability to work well in a team and independently - Flexibility and openness to change - Excellent communication skills - Good written skills - Ability to work with children on a 1:1 basis and with small groups of children. - Ability to be confidential.	- Practical Skills - ICT and administrative skills
Qualities & Attitudes	- Ability to work with and control children showing care and understanding. - Willing to undertake training as required. - Able to cope with personal hygiene and intimate care needs and respond appropriately to pupils.	- Able to exert moderate physical effort; crouching or bending when working with pupils - To be confident in supporting a child with significant physical needs.

Whilst originally based at Queen's Park Infant Academy, the post holder will be required to travel to other local sites, including other CLP schools.