

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

Start Date:	December 2026
Responsible to:	Deputy Head and SENCo
Location:	Queen's Park Infant Academy
Grade:	Grade 3 SCP 4-6
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Overall Purpose

- To provide support for the teacher by preparing an effective learning environment establishing good relations with the pupil giving appropriate comfort and care as directed and linking this support through our Teaching and Learning and Relational 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 by supporting learning through planned and differentiated activities and physiotherapy, if required, as directed and informed through the EHCP IEP / Care plan
- Supporting and supervising the child / children during lunchtime, if necessary.
- Look after the pupil's intimate care needs including first aid throughout the day where necessary.

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.

General Duties

- Select and prepare learning resources and materials and to carry out the learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs. Check on availability and ensure supplies are available as agreed with the teacher.
- To clarify with the teacher, the objectives for language and communication development and the type of support to be given. Agree with the teacher on when support is needed by the pupil. Then agree and provide support to the pupil for follow up tasks.
- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.
- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.
- Check the availability and location of safety equipment and ensure safety in the learning environment.

- Work closely with the teacher / SENDCo 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 EHCP and IEP, offering input at the time of review if appropriate.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Observe actions and behaviours attentively to support children's development and meet need, in line with QPIA relational policy Seek assistance in conflict situations that are outside your role and authority to resolve.
- Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately providing a good model for pupils.
- Give encouragement and feedback to pupils using appropriate language and communication strategies .
- Provide comfort and immediate care for minor accident, upsets and ailments; provide personal care as required.
- Organise, escort and supervise the pupil with out of school activities.
- Undertake playground supervision of the children to maintain safety and monitor security of the grounds, if required.
- Undertake photocopying and printing as directed by the teacher.
- Liaise with parents/carers and attend meetings where appropriate
- Liaise with outside agencies and feedback where required
- To support on class trips
- To support with medical needs and first aid where required

Intimate Care Responsibilities

- Look after the pupil's intimate care needs throughout the day, including:
 - Assisting the pupil with toileting; changing soiled clothing and undergarments; cleaning the pupil; disposing of any soiled items correctly using PPE as appropriate.
 - Keep & maintain records as required
 - Hand washing necessary for personal hygiene (e.g.: before and after snack/lunch time).

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

Whilst every effort has been made to explain the main duties and responsibilities of the SEN TA role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.