



Job Description & Person Specification

Job Title:	Level 2 Teaching Assistant
Location:	Hinchingbrooke School
Reports to:	SENDCo/ Vice Principal with responsibility for SEND / SENDCo

Purpose

- To support students with Special Educational Needs and disabilities.
- To contribute to the development of the SEND Department.

Main Responsibilities

- To develop an understanding of the needs of the students in order to support them effectively.
- To provide support for identified students in class. To promote and support the development of SEND student's self-reliance, self-esteem, and emotional resilience.
- To provide support for students at unstructured times to aid social interaction and the development of social skills.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To act as a keyworker to ensure a smooth transition and management of the secondary school routine and support specific areas of need for individual students.
- To be an initial point of contact for parent/carers.
- To contribute to implementing strategies and recommendations from external agencies.
- To work in partnership with subject teachers, and to be committed to understanding and differentiating curriculum content and methods of assessment.
- To liaise with the SENDCo on a regular basis.
- To attend team meetings.
- To fully engage with training opportunities and to apply learning to improving practise.
- To devise and distribute information for teachers and parent/carers.
- To maintain records as required.
- To contribute to termly and annual reviews for SEND pupils.



General Responsibilities

- To establish and maintain effective relationships and communication with staff, parents & students.
- To uphold the high standards of the Academy in all communications.
- To play a full part in the life of the Academy community, supporting its mission & ethos.
- To adhere to the Academy's policies.
- To engage actively in the staff review, performance management and development process.
- To undertake professional development.
- Other such duties as shall be required by The Principal in accordance with responsibility.

Health and Safety

- Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health and Safety Policy

Safeguarding

- To adhere with the provisions of school and Trust policies, in particular the school policy for Safeguarding and Child Protection, the Trust Code of Conduct and the requirements of Keeping Children Safe in Education

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (TA)

Signed..... (SENDCo)

Date.....

Hinchingbrooke School is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



Hinchingbrooke School

Hard Work High Standards Kindness



Hinchingbrooke School Person Specification: Level 2 Teaching Assistant SEND

Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
The desire and ability to train in a specialist area of SEND provision	Essential
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics)	Essential
A Level 2 qualification, ideally a Teaching Assistant qualification	Essential
A level 3 qualification or equal	Desirable
Knowledge and understanding of support needs and experiences of SEND students	Desirable
Participation in personal research relating to learning and/or SEND	Desirable
Knowledge and experience in working with children with specific SEND	Desirable
EXPERIENCE	
Working with children	Essential
Working as a TA/LSA	Essential
Experience of supporting/teaching young people with SEND needs	Desirable
Experience of EHCP students and the EHCP process	Desirable
PROFESSIONAL COMPETENCE	
Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands	Essential
Effective communication skills	Essential
Commitment to achieving the best for the students worked with	Essential
Ability to build effective relationships with students while commanding respect and maintaining the ability to impose effective discipline	Essential
Commitment to promoting and safeguarding the welfare of all pupils	Essential
Ability to provide effective feedback to pupils and report concerns to line manager and teaching staff to support learning	Essential
Comfortable with the use of IT as a means of communicating and sharing information	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Show initiative and flexibility and can deal with unexpected or unplanned situations or reactions during the school day	Essential
A willingness to engage with processes to support all SEND students	Essential

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