

## Job Description and Person Specification

### Teaching Assistant Level 2 SEN 1 to 1

Start Date:	1 <sup>st</sup> September 2025
Contract:	Fixed Term (Linked to additional pupil funding)
Salary:	Band D SCP 6 – 11 plus SEN Allowance
Hours of work:	27.50 hours per week Monday – Friday Term Time Plus 5 INSET Days
Responsible to:	Principal
Primary Purpose of the role:	To work within our team providing 1 to 1 support to a child with SEN. Enabling access to learning activities and providing assistance and support.

### Overall, Purpose of the Post

To provide 1 to 1 support for a child with SEN by tailoring assistance to their specific needs, whether academic, social, or emotional.

To ensure that the pupil receives personalised assistance, helping them access the curriculum, develop confidence, and achieve their full potential within an inclusive learning environment.

To provide support at snack and mealtimes and to assist with intimate care.

### Key relationships:

The Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

## Specific Responsibilities

### Support for pupils

- Establish good working relationships with children, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to children dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.
- Attend to the pupil's personal needs including intimate care, toileting and hygiene as well as help with social, emotional, welfare and health matters reporting problems to teachers as appropriate.
- Liaise with teachers, SEN coordinators, and parents to assess progress and adapt support strategies.
- Promote confidence and self-sufficiency while offering structured support.
- Provide support at snack and mealtimes.

### Support for the teacher

- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money etc).
- Assist with the creation of displays of children's work to celebrate achievements and challenge their questioning and thinking.
- Under the direction of the teacher prepare the classroom for lessons and clear afterwards, including display work as appropriate.
- Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher).
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Establish constructive relationships with parents/carers and report on information from parents/carers to the teacher.

### Support for the curriculum

- Provide curriculum / resource support and undertake training programmes linked to local and national learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and maintain equipment/resources as directed by the teacher and assist children in their use.

### Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).

- To share responsibility for the preparation and maintenance of the indoor and outdoor learning environment.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required.

### **General Requirements**

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post
- Ensure that duties and responsibilities are carried out in accordance with Trust policies
- Maintain confidentiality of information acquired in the course of undertaking duties
- Be a role model for students and staff
- Attend meetings, training sessions, after-school events and courses as required
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Comply with health and safety procedures, information and resources in line with school policy
- Undertake any reasonable duties as requested by the principal or nominated delegate
- Maintain a positive ethos

**Vantage CE Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

**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, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

**Job Description prepared/revised: May 2025**

**Prepared by:**

**Jane Buckley (HR Officer)**

## Person Specification Teaching Assistant Level 2 SEN 1 to 1

We are looking for a candidate who meets the following requirements:

		Assessed by:		
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview/ Task
QUALIFICATIONS				
1.	GCSE's in English & Maths at grade 4 or above (or equivalent)	E	✓	
2.	Level 2 certificate in Supporting Teaching & Learning in Schools, or Level 2 NVQ for Teaching Assistants or equivalent qualification or experience	E	✓	
3.	First Aid Certificate	D	✓	
KNOWLEDGE AND EXPERIENCE				
4.	Experience as a Teaching Assistant or in a similar support role	E	✓	
5.	Experience of working with children with SEN	E	✓	
6.	Knowledge of SEN strategies and interventions (e.g., autism, ADHD, dyslexia, speech & language difficulties).	E	✓	
7.	Knowledge of how young children learn and develop	E	✓	✓
8.	Experience of dealing sensitively with challenging behaviour (in line with setting/school policy and procedures)	E	✓	✓
9.	Ability to reinforce lesson material, adapt resources, and assist with tasks to support learning progress	E	✓	✓
10.	Ability to Implement positive behaviour strategies, provide emotional support, and encourage social skills development.	E	✓	✓
11.	Experience with EHCPs (Education, Health and Care Plans) and supporting their implementation.	D	✓	
12.	Ability to communicate effectively both orally and in writing.	E	✓	✓
BEHAVIOURS AND SKILLS				
13.	Ability to interact and respond positively to children, young people and adults. Ability to establish and maintain rapport with pupils	E	✓	✓
14.	Ability to demonstrate verbal and non-verbal communication skills when dealing with children colleagues, parents, carers, families and other practitioners.	E	✓	✓
15.	Fluent English speaker with good written, verbal, and non-verbal communication skills.	E	✓	✓
16.	Willingness to be flexible, adapt to changing situations, and take initiative	E	✓	
17.	Ability to work collaboratively with teachers, other staff, and parents	E	✓	
18.	Ability to remain calm under pressure and to possess a sense of humour	E	✓	✓
19.	Patience, empathy, resilience and a commitment to fostering a supportive learning environment.	E	✓	✓
20.	Committed to safeguarding pupil's wellbeing and equality	E	✓	
21.	Commitment to maintaining confidentiality at all times	E	✓	



Note to Applicants: Please try to show in your application, how best you meet the above requirements