



Job Description

Job Title: Temporary TA Level 2 (SEN 1:1)

Work Location: St Thomas CE Primary School, Leigh

Reports To: Quadrant Leader, Deputy Headteacher, Headteacher & Governors

Grade: **Salary range:** **G3** point **3-5** between **£12,483.95** and **£13,298.94** per annum

Hours: 8.30am – 3.45pm / Monday to Friday / 31.25 hours per week

This post is term time 38 weeks

Overall purpose of post

- Undertake work/care/support programmes to enable access to learning for a pupil with complex needs.
- Support the aims and objectives of the school.

Job Outline

- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
- To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
- To establish (constructive) positive relationships with pupils and interact with them according to individual needs.
- To provide specialist support to students with barriers to learning on a one to one basis, in a small group (*or in or out of the classroom*) both inside and outside of the classroom environment
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To assist with the planning and delivery of agreed learning activities.
- To provide regular feedback to teachers on pupils' achievement, progress and problems.
- Complete administrative duties if and when required.
- 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
- To be responsible for supervision during lunchtimes
- To update records of behaviour using school's adopted online system (CPOMS)
- Contribute to the wider aspects of school life such as supporting the school in PTFA events, school performances etc



Other Specific Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and (other learning activities) professional development opportunities

Person Specification

Criteria	Essential (E) Desirable (D)	Evident in Application (A) and/or Interview (I)
Experience		
Experience of working with or caring for children of a relevant age of learning need	E	A, I
Training and Qualifications		
NVQ Level 2 or equivalent qualification or a comparable level of experience	E	A, I
Willingness to undertake basic first aid	D	A, I
Maths and English minimum grade C or equivalent	E	A, I
Knowledge and Understanding - Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Basic understanding of safeguarding and the importance of ensuring a safe and secure environment for pupils	E	A, I
Understanding of confidentiality and why it is important in a school	E	A, I
Basic knowledge of how to use ICT to support learning	E	A, I
A knowledge of the national/foundation stage curriculum and other basic learning programmes	D	A, I
Understanding of child development and learning	D	A, I
Awareness of relevant legislation, policies and codes of practice	D	A, I



Understanding of child development and learning processes	D	A, I
Knowledge of basic health and safety	D	A, I
Personal Skills, Abilities and Competencies – Applicants should be able to provide evidence that they have the necessary skills and abilities required.		
Ability to communicate with and relate well to children and adults	E	A, I
Ability to use initiative to respond to and resolve problems within school guidelines	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
Ability to use IT to support learning	E	A, I
Legal Issues		
Legally entitled to work in the UK	E	A, I

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve and is subject to enhanced disclosure procedures.

Job Title	Signature	Date
Employee		
Head Teacher		