

Job Description

Job title	Teaching Assistant Level 2 (TA2)
Responsible to	Headteacher
Hours of work	29 hours per week, Term Time Only
Type of Contract	Fixed-term maternity cover until August 2026 (or earlier, should the post-holder return from maternity leave before this date).
Salary	NJC Band D, Point 5-6 Pro-Rata (£24,790 - £25,183) 2024/2025
Base	Waterloo Primary School

Job Purpose
To work with and supervise individuals and groups of children and young people with Special Educational Needs under the direction / instruction of teaching and / or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

Role and responsibilities

Main Purpose of the Role
<ul style="list-style-type: none"> Support the teaching and learning of pupils with Autism Spectrum Disorder (ASD) within the specialist SEN unit
<ul style="list-style-type: none"> Assist the class teacher in delivering differentiated lessons tailored to individual pupil needs
<ul style="list-style-type: none"> Provide 1:1 and small group support to pupils, helping to implement individual education plans (IEPs)
<ul style="list-style-type: none"> Contribute to a nurturing, inclusive, and stimulating environment that promotes pupil wellbeing and progress
<ul style="list-style-type: none"> Collaborate closely with the ASD Unit Manager, SENCO, teaching staff, and parents to ensure the best outcomes for pupils
<ul style="list-style-type: none"> Support pupils' communication, social, emotional, and sensory needs, fostering independence and confidence
Key Responsibilities
<ul style="list-style-type: none"> Work under the direction of the class teacher to deliver targeted interventions and differentiated activities
<ul style="list-style-type: none"> Provide support to pupils with ASD both within the classroom and in other learning environments
<ul style="list-style-type: none"> Assist in monitoring and recording pupil progress against set targets

<ul style="list-style-type: none"> • Support the implementation of behaviour support strategies and personalised learning programmes
<ul style="list-style-type: none"> • Promote positive relationships with pupils, parents, and staff
<ul style="list-style-type: none"> • Contribute to the wider school community and participate in relevant meetings and training
<p><u>Support for the School</u></p>
<ul style="list-style-type: none"> • 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).
<ul style="list-style-type: none"> • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
<ul style="list-style-type: none"> • Contribute to the Schools ethos, aims and development/improvement plan.
<ul style="list-style-type: none"> • Appreciate and support the role of other professionals.
<ul style="list-style-type: none"> • Attend relevant meetings as required.
<ul style="list-style-type: none"> • Participate in training and other learning activities as required.
<ul style="list-style-type: none"> • Assist with the supervision of pupils out of directed lesson time, including before, after school if appropriate and within working hours.
<ul style="list-style-type: none"> • Accompany teaching staff and pupils on visits, trips and out of school activities as required.
<p><i>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</i></p>
<p>Safeguarding</p>
<p>To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.</p> <p>In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.</p> <p>Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.</p> <p>The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).</p> <p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:</p> <p>https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974</p>

Health and Safety
The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.
Confidentiality and Data Protection
The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.
Equality and Diversity
Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.
Training and Development
Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility
The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions
The post holder is also required to
<ul style="list-style-type: none"> Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. To promote equality, diversity and inclusion and demonstrate this within the role. To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.

- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration

I accept this job description.

Print Name:

Signature:

Date:

Person Specification

Teaching Assistant Level 2 (TA2) ASD Unit (SEN Unit)



Category	Essential/ desirable
Qualifications and Training	
<ul style="list-style-type: none"> GCSE's (or equivalent) in English and Maths at grade C/4 or above 	E
<ul style="list-style-type: none"> Level 2 Teaching Assistant qualification 	E
<ul style="list-style-type: none"> Evidence of ongoing professional development relevant to the role 	E
Experience	
<ul style="list-style-type: none"> General understanding of national curriculum and other basic learning programmes/techniques (within specified age range) 	E
<ul style="list-style-type: none"> Experience supporting children in a school or SEN setting 	D
Skills and Knowledge	
<ul style="list-style-type: none"> Understanding of ASD, and strategies to support with communication, social, emotional, and sensory needs 	E
<ul style="list-style-type: none"> Ability to deliver differentiated learning activities under teacher direction 	E
<ul style="list-style-type: none"> Good organisational and record-keeping skills 	E
<ul style="list-style-type: none"> Knowledge of safeguarding and child protection procedures 	E
<ul style="list-style-type: none"> Ability to work as part of a team and build positive relationships with pupils, staff and parents 	E
Personal and Professional qualities	
Must be able to demonstrate the following:	
<ul style="list-style-type: none"> High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements. 	E
<ul style="list-style-type: none"> Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners. 	E
<ul style="list-style-type: none"> Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils whom they work. 	E
<ul style="list-style-type: none"> Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice. 	E
<ul style="list-style-type: none"> Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning. 	E

<ul style="list-style-type: none"> • Able to improve their own practice through observations, evaluation and discussion with colleagues. 	E
<ul style="list-style-type: none"> • Enthusiastic, patient and caring 	E
<ul style="list-style-type: none"> • Flexible and adaptable approach 	E
<ul style="list-style-type: none"> • Commitment to promoting inclusion and equality 	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.