



**JOB TITLE:** Teaching Assistant Level 2  
**SCHOOL:** Longdendale High School  
**RESPONSIBLE TO:** SENDCo / Assistant SENDCo / Head of School  
**GRADE:** Grade D, SCP 7-10  
**HOURS:** 32 Hours per week (fixed term linked to funding)

## **PURPOSE OF POST:**

To work under the direction of the class teacher and SENDCo to support students in accessing learning and overcoming barriers to education. The role involves supporting students within lessons, small groups, and the Inclusion room, helping them engage positively with learning and school routines.

The Teaching Assistant Level 2 will contribute to creating a supportive and inclusive environment for students, particularly those with special educational needs or other barriers to learning.

## **KEY RESPONSIBILITIES:**

- Support for Students
- Support students with personal care needs where required, including toileting, in line with individual care plans, safeguarding procedures and training provided, ensuring dignity, privacy and respect at all times.
- Provide support for students within lessons, ensuring they can access learning activities and instructions given by the teacher.
- Support students with identified barriers to learning including SEND, pupil premium needs, or other additional needs.
- Work with individuals or small groups of students using learning activities and resources prepared by the teacher.
- Help students understand instructions and support them to complete tasks set by the teacher.
- Encourage students to participate in learning and classroom activities.
- Promote students' independence, confidence, and engagement in learning.
- Support students in managing behaviour and emotions in line with the school behaviour policy.
- Encourage positive interactions between students and support the development of social skills where appropriate.
- Provide reassurance and encouragement to students who may feel anxious or disengaged from learning.
- Report concerns regarding student wellbeing, behaviour or safeguarding to the appropriate member of staff.

## **Support within the Inclusion area**

- Supervise and support students working in the Inclusion room.
- Ensure students have the work set by their teachers and support them to engage with it.
- Encourage positive behaviour and engagement with school expectations.
- Record information about student engagement or behaviour as directed by senior staff.



- Maintain a calm and supportive learning environment.

## Support for Teachers

- Work under the direction of the class teacher to support learning activities.
- Assist in preparing learning materials and resources.
- Support students during tasks, helping them understand instructions and remain focused.
- Observe student engagement and provide feedback to the teacher where appropriate.
- Support the implementation of individual strategies recommended by the SENDCo or teaching staff.
- Assist in maintaining a purposeful, safe, and inclusive learning environment.
- Support for the Curriculum
- Support students in using ICT and learning resources where required.
- Assist students in using equipment or materials required for lessons.
- Help students follow lesson routines and expectations.

## Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection.
- Support the inclusive ethos of the school and ensure all students feel valued and supported.
- Attend relevant meetings and training sessions as required.
- Participate in professional development opportunities.
- Assist with the supervision of students during break and lunchtime where required.
- Support educational visits and school activities where appropriate.

## Key Requirements

- NVQ Level 2 Teaching Assistant qualification or willingness to work towards.
- GCSE Grade 4 or above in English and Maths or equivalent.
- Experience working with children or young people in an educational or care setting.
- Basic understanding of supporting students with SEND.
- Good communication and interpersonal skills.
- Ability to work as part of a team and follow guidance from teaching staff.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed periodically to reflect changes in the role.