



## GLPC Job Description

<b>Job Title</b>	SEND Teaching Assistant (Level 2)		
<b>Location</b>	Holsworthy C of E Primary School		
<b>Reporting to (job title)</b>	Headteacher		
<b>Service/Section/School</b>	Education		
<b>Effective date</b>	1 <sup>st</sup> September 2025		
<b>Evaluated Grade</b>	C	<b>Job Number</b>	G.0717

### Job Purpose including main duties and responsibilities:

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Main duties and responsibilities:

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the teacher/department

### DUTIES

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils' work



- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

#### Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

#### Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher





- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

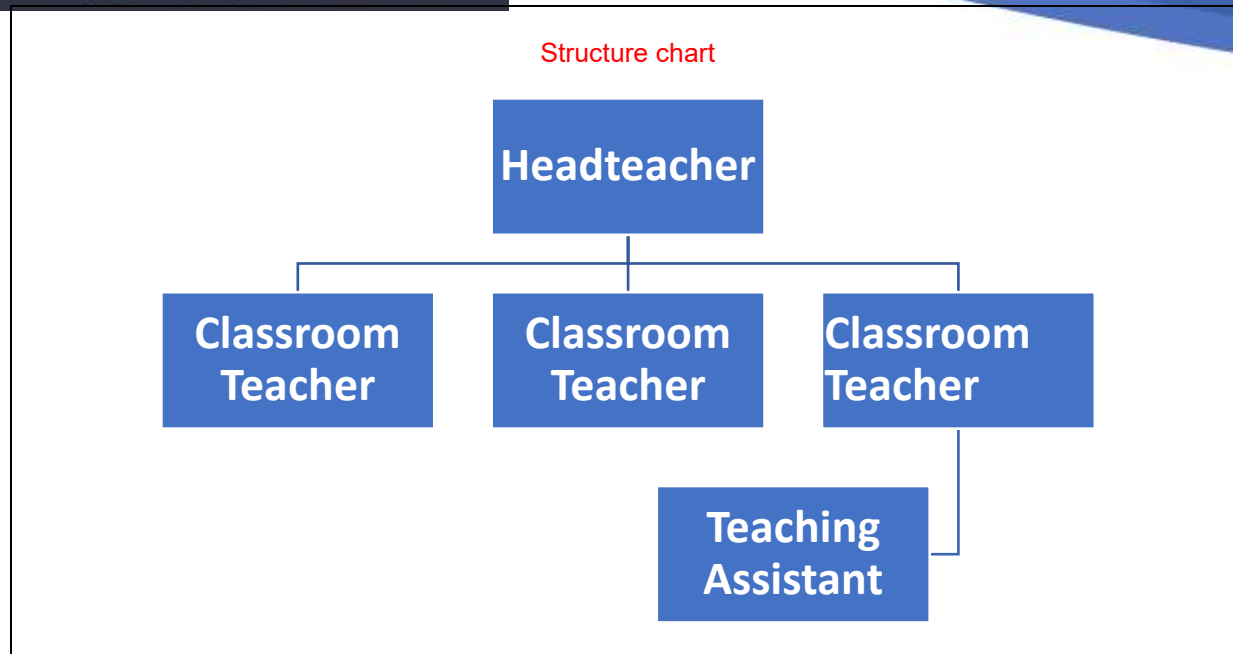


### Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management of people	N/a		o A/I
Experience	o Working with or caring for children of relevant age, and/or completion of relevant training and qualifications.	o	o A/I
Practical Skills	o Ability to relate well to children and adults	o	o A/I
Communication	o Ability to fulfil all spoken aspects of the role with confidence and fluency in English	o	o A/I
Personal Qualities	o Able to work effectively in a team	o	o A/I
Strategic Thinking	o	o	o A/I
Technology / IT Skills	o Ability to use technology to a basic level- e.g. Computer, video, photocopier etc.	o	o A/I
Education and Training	o Good numeracy and literacy skills. o Requirement to participate in training/development as/when identified by line manager as essential for performance of the post. o Willingness to participate in other development and training opportunities	o	o A/I
Professional Registration	N/a		-
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Commit and conform to DCC Customer Service Standards		



Structure chart



## 1. Supervision and Management:

No line management or supervisory responsibility sits with this post

## 2. Creativity & Innovation:

Working under the direction/instruction of the classroom teacher, assisting in supporting access to learning for groups or individual pupils by working with planned learning activities, occasional contribution to planning for individual pupils such as general literacy and numeracy

Complying with policies and procedures relating to child protection, Health and Safety, security, confidentiality and GDPR and reporting all concerns to an appropriate person.

Preparing and maintaining equipment, the classroom and resources as directed by the teacher and assisting pupils in their use

## 3. Contacts & Relationships:

The post holder will communicate with other staff and parents on routine matters as directed by the teacher.

The post holder will be given guidance as to how to interact with pupils to support their learning and development.



## **4. Decisions - Discretion:**

Works under the direction of the teacher making decisions about their own work with regards to supporting pupils, more complex decisions are referred to more senior staff as appropriate.

## **5. Decisions - Consequences:**

Decisions made in relation to pupil support will have a material effect on their education. The post holder will use strategies in liaison with the classroom teacher or headteacher, to support pupils to achieve learning goals.

## **6. Resources:**

Responsible for inputting general pupil data and administration with the use of a school computer/ laptop that remains on site.

## **7. Work Demands:**

This role requires some multi-tasking and effective time management. The work is not normally interrupted nor is it usually required to switch from one activity to another. The job holder will be directed by the requirements of the pupil/teacher need and/or behavioural issues.

## **8. Physical Demands:**

The role will require the job holder to use normal physical effort, however at times working in awkward positions such as sitting on low chairs or pupil height.

## **9. Working Conditions:**

The job holder will work in a classroom-based environment that will be appropriately lit, heated and ventilated. There may be some exposure to noise, outdoor working and verbal abuse/poor behaviour.

## **10. Work Context:**

There will be significant interaction with parents/ carers/children and as such confidentiality will be required, which could involve working with poor behaviour and sharing of difficult information.



### 11. Knowledge & Skills:

The post holder will be expected to be able to understand and follow procedures and techniques. They will need to share responsibility for ensuring that their knowledge and understanding of subject and relevant curriculum is up to date and relevant by reflecting own practice, liaising with teachers and school leaders to improve personal effectiveness.

Good numeracy and literacy skills are required for this post.

#### GLPC profile –

SUP	CRE	CON	DEC DIS	DEC CON	RES	WK DEM	PHYS DEM	WK COND	C TXT	K&S	Score

#### Health & Safety:

Potential Hazards	Applicable to this job?	Action to be taken
Display Screen Equipment	✓	Conduct regular workstation assessments through Cardinus software
Electricity – fixed / portable	✓	Ensure PAT <sup>1</sup> certificates are up-to-date
Manual handling		Ensure J/H attends appropriate training
Verbal / physical abuse	✓	Ensure J/H is familiar with appropriate policies & procedures
Work equipment	✓	Ensure J/H is familiar with all equipment and its proper usage and maintenance
Fire	✓	Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)
Environmental	n/a	
Isolation / lone-working	n/a	
Slips, trips & falls	✓	Ensure J/H is familiar with appropriate policies & procedures
Chemical	n/a	
Working with Vulnerable persons	✓	Ensure J/H is familiar with appropriate policies & procedures
Premises related	✓	Ensure J/H is familiar with appropriate policies & procedures
Transport risks	n/a	
Working at heights	n/a	
Other hazards not identified above	n/a	,





## Signatures

**Job Description agreed by:**

**Line/Originating Manager:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service/Head teacher:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_