

Job Description for the Post of Level 2 Teaching Assistant – KS4-5 Transition

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Senco.

Main Purpose of the Job

To support the Senco and other member of the SEND Team in ensuring that outcomes for students with additional needs are maximised, and provisions for students with EHCPs have full regard of Preparation for Adulthood. To support members of the SEND Team in liaising with Key Stage 5 providers and supporting the transition of high need learners to appropriate further education routes.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To support attending to day-to-day issues that arise in the SEND base.
3. To be available for emergency cover if needed.
4. To support the Senco in keeping and updating records, information and data, helping to produce analysis and reports as required.
5. Provide objective and accurate feedback and reports as required, to the school on SEND pupil achievement, progress and other matters, ensuring the availability of appropriate evidence, with particular emphasis on the impact interventions have had on students with EHCPs in Key Stage 4 meeting expected outcomes.
6. To share appropriate information on students' needs with staff using systems such as Edukey and CPOMS.
7. Assist the Senco with the development and implementation of Provision Maps.
8. To liaise with the Assistant Senco (Interventions) in liaising with therapists, social care staff, medical staff, and other personnel working with pupils as required, assisting with the coordinating and planning of programmes of work and to integrate specialist advice and practice into Provision Maps and for Health Care Plans.

9. To support the Senco in linking with Post 16 providers and liaising with the parents/carers of students with additional needs.
10. To support the monitoring and use of access arrangements.
11. To liaise with the Examinations Officer in keeping accurate records of which students take examinations in rooms other than the main sports hall, and to support Invigilators in the Dance Studio by being the link SEND member of staff during examinations.
12. To support the Assistant Senco in delivering training on access arrangements and ensuring that procedures are fully understood and followed.
13. Liaise with the Head of Key Stage 4 to ensure that all high need learners have Careers Interviews and that students with EHCPs have career action plans completed to inform EHCP reviews in Years 9, 10 & 11.
14. To work with the Assistant Senco in ensuring that interventions and support are in place to prepare students with additional needs for examinations and transition to Key Stage 5. support the Senco in ensuring that information regarding SEND is produced and shared with parents/carers and students in a clear and easy to follow format.
15. To support the Senco in promoting parental engagement through the organisation and delivery of informal information and support meetings.
16. Attend and participate in regular meetings.
17. Participate in training and other learning activities as required.
18. Promote the inclusion and acceptance of all pupils.
19. To undertake other duties as required in line with the grade and responsibilities of the post.