



## SEND Teaching Assistant Level 2

### Old Town Infant School

**31.25 hours, term time only (0830-1515 daily)**

Grade D, SCP 5-6: £25,583 – £25,989 FTE (£13.26 - £13.47 per hour) pro rata

At Old Town Infant School and Nursery, our small but mighty infant school, in the heart of Poole town centre we are looking to appoint a Level 2 Teaching Assistant to work in our resource base. The resource base hosts eight children and focuses on developing communication and interaction (ASD and Speech and Language). Old Town Infant School & Nursery has a busy, thriving and positive atmosphere with impressive facilities and resources. We are looking for an enthusiastic, responsible person with a passion for SEND, who enjoys working with children, possesses good inter-personal skills and has a desire to support pupils to progress with their learning. We can offer you access to high quality CPD and the opportunity to join a large, creative team. The school is part of the Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

For further details, please visit our website [www.oldtowninfantschool.co.uk](http://www.oldtowninfantschool.co.uk) or call 01202 673966 to speak to the Headteacher.

**External candidates:** Please apply on the BCP website or send a completed application form to: [oldtown.office@coastalpartnership.co.uk](mailto:oldtown.office@coastalpartnership.co.uk)

Please note that in accordance with our safer recruitment practices, CVs will not be accepted unless requested.

**Closing Date:** 12<sup>th</sup> April 2026

**Interviews:** Week commencing 20<sup>th</sup> April 2026

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. CVs will not be accepted.

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.*

## Job Description SEND Teaching Assistant Level 2

Start Date:	January 2025
Responsible to:	Class Teacher
Location:	Old Town Infant School
Grade:	Grade D, SCP 5-6: £25,583-£25,989 FTE (£13.26 - £13.47 per hour) pro rata
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the teacher, to support access to learning for pupils with EHCP's and provide general support to the teacher in the management of an individual pupil or group of pupils. You may be required to supervise children during the lunch hour as part of the lunchtime team.

### Safeguarding

- Provide a safe environment in which children can learn and recognise that the safeguarding of children and the health and safety of all members of the school community is the responsibility of every employee.
- Provide pastoral care and support to children, including providing them with a secure environment in which to learn.
- Identify children who may need extra help or who are suffering or are likely to suffer significant harm. All staff have a responsibility to take appropriate action, working with services as needed.
- Be familiar with and strictly follow the School's Child Protection procedures and policies.

### Main Duties & Responsibilities

- 1 Supervise and support children with additional need to ensure their safety and access to learning.
- 2 Bridging the communication barrier between pupil and peers/adults, to ensure inclusion and access to the curriculum by breaking learning down into small steps.
- 3 Support the child in working towards their Education, Health and Care Plan targets
- 4 With support from the SENCo and class teacher, to follow the recommendations of outside professionals and amend practice accordingly to ensure the best possible outcomes for the young person (additional training and support will be provided by the Speech and Language Therapy Service).
- 5 Liaise with the teacher and professionals working with the pupil to ensure progress in both academic achievement and emotional well being
- 6 Establish good relationships with the parents and ensure they are informed of the pupil's learning, achievements and areas of development.
- 7 Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- 8 Promote the inclusion and acceptance of all pupils.
- 9 Promote and reinforce the self-esteem of pupils.
- 10 Encourage pupils to interact with others and engage in activities led by adults.

- 11 Encourage pupils to act independently as appropriate.
- 12 Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- 13 Work with teaching staff in the planning of work programmes for individuals and groups of pupils.
- 14 Delivery of work programmes for individuals and groups of pupils, including without the supervision of the class teacher as appropriate.
- 15 Be aware of pupil needs / progress / achievements and report to the teacher as agreed.
- 16 Undertake pupil record-keeping as requested.
- 17 Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- 18 Gather / report information from / to parents / carers as directed.
- 19 Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- 20 Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.
- 21 Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 22 Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all the teaching areas, and take appropriate action should the need arise.
- 23 Attend relevant meetings as required.
- 24 Participate in training and other learning activities and performance development as required.
- 25 Assist with the supervision of pupils out of lesson times, including playtime and lunchtime.
- 26 Occasionally there may be a requirement to physically lift pupils for safety or care needs. Physical intervention training can be provided.
- 27 Provide intimate care and change soiled clothing.
- 28 Accompany teaching staff and pupils on visits, trips and out of school activities as required.

#### Supervisory / Managerial Responsibility

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

#### Communication / Contacts

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious, but where the outcome may not be straightforward.

#### Career / Salary Progression

- Professional development of the role is encouraged by the trust, and the Inclusion Leader will undertake to arrange this, where possible, on request.

#### Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

## Person Specification      SEND Teaching Assistant, Level 3

Criteria	Essential	Desirable	Method of Assessment
Qualifications:	<ul style="list-style-type: none"> <li>Level 2 Qualification in Early Years practice or Teaching Assistant (e.g. NVQ)</li> <li>5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting a child with ASD and Speech and Language difficulties.</li> </ul>	Application form Certificates Interview
Experience	<ul style="list-style-type: none"> <li>Experience in working with children who have additional needs</li> <li>Working with or caring for children of a relevant age in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas</li> <li>Appropriate knowledge of first aid or willingness to train</li> </ul>	Application form Interview References
Professional Knowledge	<ul style="list-style-type: none"> <li>Good numeracy and literacy skills</li> <li>Good IT skills</li> <li>Excellent evaluation and monitoring skills</li> <li>Understanding of the principles of Safeguarding and how this may apply to the role</li> <li>Working with or caring for children with special educational needs</li> </ul>	<ul style="list-style-type: none"> <li>Delivering individual support plans</li> <li>To know how to support children using a variety of learning styles which suit their needs.</li> <li>To confidently use a total communication approach or be willing to access training.</li> </ul>	Application form Interview References
Professional skills & abilities	<ul style="list-style-type: none"> <li>Able to work constructively as part of a team</li> <li>Able to relate well to children and adults</li> <li>Able to respond sensitively and flexibly to competing demands from pupils</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers</li> </ul>	Application form Interview References
Physical skills & abilities	<ul style="list-style-type: none"> <li>Able to cope with personal hygiene needs and respond appropriately to pupils</li> </ul>	<ul style="list-style-type: none"> <li>Able to exert moderate physical effort; crouching or bending when working with pupils</li> <li>To be confident in supporting a child with significant physical needs.</li> <li>Experience in manual handling.</li> </ul>	Application form Interview References

Whilst originally based at Old Town Infant School & Nursery, the post holder may be required to travel to other local sites, including other CLP schools.