



# ***Candidate Brochure Teaching Assistant 2 SEN***



**THE DEAN TRUST**  
Believe Achieve Succeed

# Teaching Assistant 2 SEN

## JOB SUMMARY

### **SALARY:**

### **START DATE:**

1st September 2025

### **WORKING PATTERN:**

Monday - Friday, 8.15am-4.15pm

### **CONTRACT:**

Fixed Term, 1 year

### **LOCATION:**

Partington Central Academy

**RESPONSIBLE FOR:** N/A

### **ACCOUNTABLE TO:**

Executive Headteacher and the Head of Schools including the class teacher.

### **TA2 SEN**

The Dean Trust is seeking to appoint a talented and enthusiastic Teaching Assistant 2 with SEN to join our dedicated team at Partington Central Academy. The core purpose of the role will be to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

The Dean Trust has a number of high performing schools and a proven track record of sustained improvement. The Dean Trust's core values include traditional academic education, excellent discipline and respect, resulting in improved attainment and progress. "Believe, Achieve, Succeed" has been embraced by all of the schools in The Dean Trust.

*The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.*







# Main Purpose of the Role

- **NJC LEVEL 2/3** -To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, 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 outside the main teaching area. May be required to supervise groups of pupils undertaking activities in non-teaching situations.
- To be committed to safeguarding and protecting the welfare of children.

## Key Responsibilities

- Supervise and provide individualised support for pupils with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Support Plans, Behaviour Plans, EHCPs (Education Health Care Plans) and Personal Care programmes
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- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Provide emotional, social, educational and pastoral support
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Provide 1:1 and small group support for SEND pupils
- Undertake/deliver learning programmes specific to the pupils needs (SEND)
- Collaborate and liaise with parents, sharing information and strategies to support pupils.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning and assessment of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and assessments and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, as directed by the teacher
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Adapt learning to support SEND pupils to access lessons successfully



# Key Responsibilities

- Undertake programmes linked to local and national strategies, recording achievement and progress and feeding back to the teacher
- Implement strategies and provide support in accordance with the pupil's Education Health Care Plan
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Liaise effectively with the SENDco and work together for the benefit of the pupil
- Ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and events as required
- Participate in training and other learning activities and performance development as required
- Attend training specific to the needs of SEND pupils
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## *All employees have the responsibility to:*

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

# Personal Specification

	Essential	Desirable
<b>Qualifications</b>		
To be qualified to NVQ level 2 or working towards NVQ3.	✓	
To have attended significant Inset relevant to job and – in the case of those working with particular SEN pupils – to have become skilled in dealing with particular areas of special need though attending LEA and other providers of specialist training.		✓
Desirable to have completed CACHE CPD SEN Level 2 or similar.		✓
Good maths and English skills.	✓	
<b>Experience</b>		
Working with or caring for children of relevant age.	✓	
Experience of supporting SEND pupils	✓	
<b>Knowledge</b>		
Participate in development and training opportunities.	✓	
Sound knowledge of the maths and English and a good overview of Key Stage relevant curriculum.	✓	
Sound knowledge of one or more areas of special need (depending on setting) and Code of Practice for SEN.	✓	
Sound knowledge of the causes and patterns of poor behaviour and strategies to address these.	✓	
Sound knowledge of how children learn and how to create and maximize learning opportunities.	✓	
To be able to work as part of a team and to have good inter-personal relationships.	✓	

# Personal Specification

Skills and abilities		
Appropriate knowledge of first aid training.	✓	
Commitment to the safeguarding and welfare of all pupils	✓	
Good written and verbal communication	✓	
Use basic technology – computer, laptop, Chromebooks, Ipad and photocopier.	✓	
Ability to relate well to children and adults.	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	✓	
To be aware of all school policies and procedures.		✓
To have an awareness of the national curriculum and early years curriculum.	✓	
Strong commitment to the school, trust and profession.	✓	
Enthusiastic, energetic and self-motivated.	✓	
Excellent punctuality and attendance record.	✓	
Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/inclusion	✓	



# How To Apply

If you would like to apply for the role of:

**Teaching Assistant 2 SEN**

please apply through our online recruitment site which is available via:

**[careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk)**

**Closing Date:**

**04/07/2025 at 3pm**

Any queries, please contact our HR Assistant:

**Joanne Hesketh**

**[office@partingtoncentralacademy.co.uk](mailto:office@partingtoncentralacademy.co.uk)**



