

**The Southover Partnership School**  
**Special Needs Teaching Assistant**  
**Job Description**

The Southover Partnership School is a special needs secondary school offering full time education and short-term day respite placements for children with statements and Education and Health Care (EHC) plans, usually on the autistic spectrum, or with social, emotional or mental health needs. Learners come from diverse settings; many have a history of disrupted and /or limited schooling.

We have a commitment to ensuring that every child is given the opportunity to achieve through education and relentless care

**Teaching Assistant, Level One,**

The responsibilities of the TA in providing support for pupils with SEN are as follows:

**Working with the pupils**

- clarifying and explaining instructions in a simplified manner
- motivating and encouraging pupils
- helping pupils to develop self-esteem
- ensuring pupil is able to use equipment provided
- helping pupils to concentrate on work
- assisting pupil to complete work to the best of their ability

**Working with the teachers**

- working closely with a qualified teacher or tutor to devise appropriate tasks for pupils
- contributing to recording of pupil progress as required by the school

**Second Level Support TA**

In addition to the skills and responsibilities above, a TA on this level will have the experience and ability to be able to deliver some lessons and will be able to do some basic planning to ensure that the lesson is differentiated according to the needs of the pupil, generally with the support and guidance of a more senior member of staff.

**Higher Level Support TA**

TA's at this level will have the experience and skills required to both plan and deliver a significant number of subjects and lessons with minimal support.

**Tutor**

Staff working in this role would be planning and delivering lessons in both core curriculum subjects and other subject areas confidently. Although not qualified as a teacher, we would normally expect staff at this level to have a degree or a higher level qualification and to show evidence of professional development.

**Working with The Southover Partnership**

Staff at all levels would be expected to:-

- attend training sessions
- write termly reports
- keep daily records of work

All posts are subject to an Enhanced Police Disclosure check.