

Lancashire County Council

Job description for the post of: Teaching Assistant 2

Directorate: Children and Young People

Location: Weeton St Michael's Primary School

Establishment or team: Weeton St Michael's Primary School

Grade: 4/5

Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

Corporate Objectives

Lancashire a place where people can

- Feel safe
- Lead healthy lives
- Get help if they need it
- Learn and develop
- Work and prosper
- Travel easily and safely
- Enjoy a high quality environment

The purpose of this job is:

Under the clear guidance of the class teacher and SENCo, to support the education, personal and social development of pupils with Special Educational Needs and Disabilities (SEND) in the class, specifically two pupils with EHCPs. To establish positive relationships, implement agreed strategies, and enable pupils to flourish in line with their EHCP outcomes.

Core tasks

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- Provide dedicated 1:1 and small-group support for two pupils with EHCPs, focusing on communication, social interaction, and independence skills.
- Implement structured learning activities, including visual supports, sensory play, and communication systems such as PECS.
- Support children to follow routines and access learning using strategies such as now/next boards and structured teaching.
- Encourage positive relationships and confidence, promoting inclusion in whole class and small group activities.
- Assist with personal care routines where needed, including toileting, eating, and safety awareness.
- Monitor and support pupils' emotional regulation using positive approaches such as Zones of Regulation.

Support for the Teacher

- Provide regular feedback on pupil progress and contribute to EHCP reviews and target setting.
- Assist in planning and adapting learning activities in line with pupils' developmental needs.
- Support classroom management by encouraging positive behaviour and engagement.
- Prepare resources, teaching aids and learning areas tailored to pupils' needs.
- Maintain accurate records of interventions and progress.

Support for the School

- Contribute to creating a caring, inclusive and safe learning environment.
- Promote positive relationships with staff, parents, carers, and external professionals (e.g. Speech and Language Therapists, Specialist Teachers).
- Work within school policies and procedures, including safeguarding and health & safety.
- Participate in relevant training to further develop knowledge and skills in SEND practice.
- Uphold the school's Christian ethos and core HEART values (Happiness, Empathy, Achieve, Respect, Trust).
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Support for the Curriculum

- Deliver tailored interventions and support pupils to access the curriculum at an appropriate developmental level.
- Use ICT and visual tools to support learning and communication.
- Encourage pupils' participation in outdoor learning and sensory-based activities.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: Mr Luke Smith

Date: September 2025

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.