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| Hudson Primary School  **Everyone Experiences Excellence**  Moorhey Road, Maghull, Merseyside, L315LE.  Telephone: 0151 526 1568  Website: [www.hudsonprimary.co.uk](http://www.hudsonprimary.co.uk)  Headteacher: Mrs. Niki Craddock  Email: [head.hudson@schools.sefton.gov.uk](mailto:head.hudson@schools.sefton.gov.uk) |  |

**SEFTON METROPOLITAN BOROUGH OF SEFTON**

**JOB DESCRIPTION**

**Department** Children’s Services

**Location:** Hudson Primary School, Maghull.

**Post:**  Teaching Assistant Level 2 for school and Nurture Base.

**Grade:** Grade D - SCP5-6 £25,583 to £25989 (which is then pro-rata’d to reflect the part time, term time only nature of the role)

Temporary until 31st August 2026 in the first instance, subject to negotiation.

**Hours:**  34 hours per week,Term Time Only

**Responsible to:** Head Teacher / SENCO

# **JOB PURPOSE**

The Governors of Hudson Primary School and Family Wellbeing Centre seek to make the appointment of a Teaching Assistant Level 2 to work within our school offering teaching support to children with additional needs working as part of our highly successful team.

This post is 34 hours a week, term-time only and the salary will be pro-rata’d to reflect the hours and working weeks outlined.

• Do you have a high level of patience, care and competence?  
• Are you able to work as a team alongside the class teacher and other teaching assistants involved in the children’s teaching and learning?  
• Are you enthusiastic, reliable and self-motivated?  
• Do you have experience of working with children in a school setting?  
• Do you have good Numeracy and Literacy skills?  
• Are you a team player?  
• Do you possess great organisational skills?  
• Are you committed to the safeguarding of children?   
• Are you willing to contribute fully to the life of the school?

Completed application forms should be returned to [finance@hudsonprimary.co.uk](mailto:finance@hudsonprimary.co.uk) by the closing date and time as shown on the advert

## **MAIN DUTIES**

**Support for Children and Families.**

* To work with the teacher to support the planning, development, delivery and evaluation of the effectiveness of the curriculum for a specific pupil and to support the curriculum content according to the additional needs of the pupil and classroom.
* To implement specific programs with an individual pupil and small groups if appropriate to aid the developmental needs throughout different curriculum areas.
* To be fully involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of a specific pupil with different social and education needs.
* To support your key pupil’s individual targets and their monitoring and review.
* To develop positive relationships with pupils and staff to assist pupil progress and attainment.
* To record work on a regular basis and to support reports termly or as required.

## **Support for the Primary School**

* To assist teaching staff.
* To administer first aid where applicable.
* To contribute to required administration where applicable,
* To comply with Local Authority/school policies and procedures relating to safeguarding Children, health and safety, security, confidentiality and data protection.
* To contribute to the Hudson Primary School Centre ethos, aims and principles and where appropriate meet the requirements of the development / improvement plans.
* To promote inclusive attitudes and practices.
* To attend and participate in regular meetings as appropriate.
* To participate in training and other learning activities as required.

**General**

New entrants to Local Government Service will be required to satisfactorily complete a six-month probationary period.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.

The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary. Sefton Local Authority has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

**Person Specification – TA2 (SEN Support)**

**PLEASE NOTE IF MARKED “E” YOU MUST PROVIDE GOOD EVIDENCE IN YOUR SUPPORTING APPLICATION FORM TO BE CONSIDERED FOR INTERVIEW.**

| **Education/Experience** | **Essential/ Desirable** | **Methods of Assessment** |
| --- | --- | --- |
| Teaching Assistant Level 2.  Experience of working with children with SEND, particularly ASC  Experience of working with and/or caring for children in a primary setting. | E  E  E | Application Form  Application Form  Application Form |
| **Skills/Abilities** |  |  |
| Excellent communication skills, verbal and written.  Ability to provide support to children as required in 1 to 1 or group settings.  General understanding of the national curriculum and other basic learning programs (within the age range).  Ability to support the planning activities for different educational or social requirements. | E  E  D  E | Application Form & Interview  Application Form  Application Form  Application Form & interview |
| **General Competencies** |  |  |
| Ability to recognise discrimination in its many forms and put equal opportunities policy into practice.  The ability to sensitively support children in a positive and non-judgmental manner. | E  E | Application Form  Application Form & Interview |