



The Hyde School

Hyde Crescent, West Hendon, London, NW9 7EY

☎ 020 8205 8707 ✉ office@thehydeschool.co.uk

Headteacher: Philippa Saving

Deputy Headteachers: Nisha Mehta & Monique Grech



SEN Teaching Assistant Level 2 – Job Description and Person Specification

Post: SEN Teaching Assistant Level 2

Salary & Grade: Scale 5-7: Actual Salary £24428 - £25131

Line Manager / Appraiser: Assistant Headteacher/SENCo

Accountable to: Headteacher

Hours: Full Time, 36 hours a week

Start Date: Monday 3rd November 2025

Application Close Date: Friday 17th October 2025, 12:00 noon

Shortlisting: Friday 17th October 2025

Interviews: Tuesday 21st October 2025

Job Purpose

- To work under the direct instruction and guidance of teaching staff to deliver targeted support and care programmes to enable pupils, particularly those with SEN, to access learning and participate fully in school life.
- To assist the teacher in the management of pupils both within the classroom and in other areas of the school, ensuring a safe, inclusive and supportive environment.
- Support may be provided in the classroom, in small group or individual settings, or outside the main teaching area as required by pupils' needs and school activities.

Core Responsibilities

- Promote the school's vision, ethos and values.
Share responsibility for and commitment to safeguarding and promoting the welfare of children.
- Ensure the welfare and care of all children is a priority when carrying out responsibilities.
- Implement the school's agreed policies on equalities, safeguarding, health and safety and all aspects of teaching and learning.
- Promote and use all school policies, systems and administration effectively and efficiently.
- Work collaboratively and effectively with colleagues to ensure the smooth daily running of the school, maintaining high expectations of all pupils.
- Support the school's development targets and overall school improvement goals.
- Take part in appraisal reviews in accordance with the school's agreed policies.



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- Participate in the wider life of the school, including running extra curricular activities, attending fundraising and social events, and promoting positive relationships between staff, pupils and parents.
- Be flexible and adaptable in the responsibilities assumed.

Teaching and Learning

- Work in partnership with teaching staff to create a welcoming and motivating learning environment appropriate to the primary curriculum.
 - Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the teacher and increase achievement for all pupils, including those with special educational needs and disabilities (SEND) where appropriate.
 - Promote, support and facilitate inclusion by encouraging the participation of all pupils in learning and extra curricular activities.
 - Deliver key intervention or therapeutic programmes as directed by the Year Group Leader and SENDCo, keeping accurate records of pupils' progress and achievements.
- Contribute to effective assessment and planning by supporting the monitoring and evaluation of pupils' learning and reporting any strengths or areas for improvement to the class teacher and/or Year Group Leader.
- Use ICT skills to advance pupils' learning, including online learning platforms.
 - Apply effective and consistent behaviour management strategies in line with the school's policy and procedures.
 - Provide personal development support, welfare and personal care for pupils where required, both individually and in groups.

Health and Safety and Wellbeing

- Promote the safety and well-being of all pupils and help safeguard them by following the school and trust's policies, practices and expectations.
- Act as First Aider within your class or year group, ensuring that all first aid records are kept up to date and in line with school and trust policy.
- Support children who are upset or hurt according to school and trust procedures. Maintain accurate and complete First Aid logs so they are available to the class teacher, Year Team Leader and senior leaders at all times.
- Ensure your Paediatric First Aid Certificate remains valid, liaising with the school's Operations Manager when renewal is required.
- Work collaboratively with the staff team to uphold the highest levels of safeguarding at all times.



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- Report any safeguarding concerns promptly, adhering to the school's safeguarding procedures.
- Follow all safeguarding policies, practices and expectations, including online safety requirements.

Working with Other Colleagues and Professionals

- Support teaching staff in implementing appropriate classroom and behaviour management strategies and report any difficulties in line with school policy.
 - Assist with the supervision of pupils outside lesson times and accompany school trips and other out-of-school activities as required by the teacher.
 - Undertake record keeping as directed by the class teacher and/or senior leaders.
 - Prepare and maintain classroom materials, resources, and displays, assisting pupils in their effective use.
 - Provide clerical and administrative support, such as photocopying, typing, filing, and collecting money, as required.
- Maintain positive communication with parents, carers, and other visiting professionals to support pupils' achievement and attainment.
- Participate in continuing professional development in accordance with the school's agreed policies.

Other Duties

- Undertake any other reasonable duties as required, consistent with the responsibilities of a SEN Teaching Assistant.

Safeguarding and Equality

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. Appointment is subject to satisfactory pre-employment checks, including a Barred List check, Disclosure and Barring Service (DBS) check, online searches and references. All employees are expected to actively support the school's equal opportunities policy.

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