

## Senior Teaching Assistant

Reporting to our SENCO and working with our teachers, provide practical support for teaching and learning to enable maximum progress and development of our students.

Reporting to:	SENCO
Direct Reports:	None
Level:	PCD7 (point 12-14, £22571 to £23484)
Contract:	39 weeks, 35 hours a week (of part thereof)

### Job Purpose

- Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise student development and achievement.
- Work as part of a cohesive team, supporting each other and sharing information about students and their needs to best support them.
- Share and promote own specialist knowledge to colleagues and teachers in relation to areas of expertise – for example curriculum areas, student needs and learning difficulties.

### Key Deliverables and Accountabilities

- Provide and deliver learning activities for individuals and groups of students under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated students and others in the class.
- Assess, record and report on student development, progress and attainment to the teacher against pre-determined learning objectives using detailed knowledge and specialist skills to support student learning.
- Share information about students with other staff, parents/carers, internal and external agencies. Attend and contribute to meetings, reviews and IEPs as appropriate.
- Support student social, emotional and physical well-being, reporting concerns to the appropriate person.
- Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
- Advise, support and guide the work of other staff by sharing expertise in particular specialist areas.
- Administer medication in accordance with an agreed plan under direction of the Headteacher and following appropriate training/healthcare plan.
- Escort and supervise students on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour.
- Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage students to take responsibility for their own behaviour.
- Roles at this level will be expected to carry out specified work. Senior Teaching Assistants may also supervise whole classes during the short-term absence of teachers in unforeseen / unplanned circumstances.

### Responsibilities

- This role will be expected to undertake at least one of the following:
  - a) Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties.
  - b) Provide specialist support to students where English is not their first language
  - c) Provide specialist support to gifted and talented students.
  - d) Provide specialist support to all students in particular learning area (e.g. subject specialism, literacy).

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	QCF recognised relevant Level 3	English, Maths and ICT at QCF Level 2. Additional specialist qualification.
<b>Knowledge</b>	Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children. Working knowledge of national curriculum and other relevant learning programmes/strategies. Understanding of principles of child development and learning processes. Knowledge of specialist subject area (e.g. literacy, maths, humanities, science)	
<b>Relevant Experience</b>	Working with or caring for children and young people.	Experience working with children of relevant age. Experience of working in a classroom setting. Experience in working in another service to young people.
<b>Skills</b>	Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults. Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. Able to prioritise tasks and act on own initiative. Able to motivate and encourage children to develop to their full potential.	Can use ICT effectively to support learning. Use of other equipment technology – video/DVD, photocopier
<b>Other</b>	Requirement for some out of school and/or out of term working to support specific activities or events as appropriate	