## SENIOR TEACHING ASSISTANT – JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>WORKING HOURS:</th>
<th>GRADE:</th>
<th>SALARY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Teaching Assistant</td>
<td>35 hours term time only</td>
<td>APT &amp; C Scale 5</td>
<td>£19,822 - £21,466</td>
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</tbody>
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<table>
<thead>
<tr>
<th>RESPONSIBLE TO:</th>
<th>RESPONSIBLE FOR:</th>
<th>STAFF SUPERVISED:</th>
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</thead>
<tbody>
<tr>
<td>Assistant Headteacher</td>
<td>Trainees/students on work placements</td>
<td>Up to 15 teaching assistants</td>
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</table>

### PURPOSE OF THE JOB:

(i) To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

(ii) To lead and supervise the work of a small team of teaching assistants/learning support staff.

### MAJOR DUTIES AND RESPONSIBILITIES

1. To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children’s work and using a range of strategies to support their learning.

2. To help pupils to access the full curriculum, at the same time promoting independent learning.

3. To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help to maintain individual and group records.

4. To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.

5. To help prepare and maintain a purposeful, orderly and supportive environment for learning.

6. To provide care with regard to the health and medical needs of pupils.

7. To draw on specialist skills and knowledge to respond effectively to pupils with special educational needs.

8. To contribute to the induction programme for newly-appointed teaching assistants and provide mentoring support to trainees on work placements.

9. To act as coordinator to other teaching assistants.
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JOB ACTIVITIES RELEVANT TO ALL TEACHING ASSISTANTS

1. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the teacher/tutor.

2. To support the organisation of the learning environment, including the production, maintenance and storage of resources.

3. To meet regularly with the teacher/tutor and assistant headteacher during contracted hours to discuss pupils’ progress and to plan and review support.

4. To attend formal meetings during contracted hours to discuss pupils’ progress with parents and other professionals as part of the relevant staff group.

5. To support the school’s aims and ethos.

6. To be familiar with, actively support and comply with all the school policies and procedures.

7. To undertake supervision of playground activities as directed by the Senior Midday Supervisor.

8. To undertake care tasks related to pupils’ health and medical needs in accordance with LA guidance and procedures.

9. To accompany pupils’ and teachers on educational visits and trips during contracted hours.

10. To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post-holder.

JOB ACTIVITIES RELEVANT TO TEACHING ASSISTANTS AT SENIOR LEVEL

- Develop specialist knowledge and skills in key areas identified by the Headteacher.

- Ensure that specialist skills are used effectively to promote learning so that pupils achieve as much as they can.

- To provide targeted support to individuals and groups, as directed by the Assistant Headteacher.

- To contribute to the planning for teaching and learning.

- To share skills with less-experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.

- To provide individual support and feedback to newly-recruited teaching assistants and to colleagues on training programmes, acting as a mentor if required.

- To disseminate information to teaching assistants and ensure that they are deployed effectively.

- To supervise and provide performance management reviews for a team of teaching assistants.
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PERSON SPECIFICATION RELEVANT TO ALL TEACHING ASSISTANTS

1. The ability to work as part of a team.

2. The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.

3. The ability to establish and maintain effective working relationships with teachers and other members of staff.

4. The ability to accept guidance and direction from teachers.

5. The ability to distinguish between the roles and responsibilities of the teaching assistant and the teacher.

6. The ability to keep written records and support the development of pupils’ literacy and numeracy skills with confidence.

7. Awareness of how pupils learn and the various factors which affect their learning.

8. Awareness of the need to show respect and value pupils as individuals.

9. An understanding of and commitment to inclusive education.

10. A willingness to undertake paid training in normal contractual hours to develop job-related skills and to work towards an NVQ level 3 qualification (or its equivalent).

11. A sympathetic approach to parents and an understanding of the need for confidentiality.

12. A commitment to the Authority’s Equal Opportunities Policy.

13. Be prepared to work throughout the school with any age group.

14. The ability to adapt to differing environments within the school and to the needs of different children.

15. An understanding of, and sympathy with, the aims of the school.

PERSON SPECIFICATION PARTICULAR TO TEACHING ASSISTANTS AT SENIOR LEVEL:

A willingness to undertake paid training in normal contractual hours to develop expertise and specialist skills in at least two areas:

- support for bilingual/multilingual pupils
- support for pupils with communication and interaction difficulties
- support for pupils with cognition and learning difficulties
- support for pupils with behavioural, emotional and social development needs
- support for pupils with sensory and/or physical impairment
- support for the use of information and communication technology in the classroom
- support for pupils in developing their literacy skills
- support for pupils in developing their numeracy skills
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PERSONAL RESPONSIBILITIES RELEVANT TO ALL TEACHING ASSISTANTS

1. Respect the confidentiality of pupil information and respond sensitively to pupils’ needs.

2. Be aware of the particular learning and physical needs of the pupils you support.

3. Actively participate in the school’s performance development scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.

4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Development Review.

5. Within your contracted hours, attend staff meetings, as required.

Safeguarding Statement

At Beatrice Tate School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.