



## Job Description: Senior Teaching Assistant



<b>Directorate / School</b>	<i>Children's Services and Schools</i>
<b>Unit / Team</b>	<i>Jericho Primary School</i>
<b>Job Title</b>	<i>Senior Teaching Assistant</i>
<b>Job Family Role Profile Level</b>	<i>PCD</i>
<b>Date</b>	<i>March 2012</i>
<b>Post Group Number</b> (to be added by Pay and Reward team)	

## Purpose

- Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise pupil development and achievement.
- 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

## Key responsibilities

1. Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess record and report on pupil development progress and attainment to the teacher against pre determined learning objectives using detailed knowledge and specialist skills to support pupils learning.
3. Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and IEPs as appropriate.
4. Support pupils social emotional and physical well being reporting concerns to the appropriate person.
5. This role will be expected to undertake at least one of the following:
  - Provide specialist support to pupils with learning behavioural, communication social sensory or physical difficulties.
  - Provide specialist support to pupils where English is not their first language
  - Provide specialist support to gifted and talented pupils.
  - Provide specialist support to all pupils in particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject, EYFS).
6. 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.
7. Advise, support and guide the work of other staff demonstrating own duties in particular specialist areas.
8. Administer medication in accordance with an agreed plan under direction of the Headteacher and following appropriate training/healthcare plan.
9. Escort and supervise pupils on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour.
10. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.

## Staff Management Responsibilities

- Some supporting / guiding of less experienced staff if required.

## Resources Responsible for

- Daily Maintenance of Moving and Handling Equipment, class chairs and standers
- Specialist equipment according to specialism e.g. reading intervention resources, communication aids, PECs
- Collecting small amounts of money in home school context
- Accessing and collating some information.
- Equipment – stock control

## Job Working Circumstances

- The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
- Examples may include:
  - work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behaviour
  - provide support and communication strategies as required e.g. PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
  - in accordance with an agreed healthcare plan and following appropriate training as directed by the Head undertake medically invasive techniques such as feeding through gastrostomy tubes, use of nebulisers, oxygen administration, administration of medication.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.

**Last review date:** Feb 2022

**Next review date:** Feb 2023

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Supplementary Role Information

Teaching Assistants in our school play a vital role in supporting the education of all in our community. To support our Teaching Assistants we have expanded the points from the job description to provide additional explanations of the Job Role.

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

## Our Senior Teaching Assistants will:

### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures

- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher

## **Planning**

- › Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- › Assess record and report on pupil development progress and attainment to the teacher against pre determined learning objectives using detailed knowledge and specialist skills to support pupils learning
- › Read and understand lesson plans/intervention plans and contribute to lesson plans shared prior to lessons, if available
- › Prepare the classroom for lessons

## **Working with colleagues and other relevant professionals**

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

## **Whole-school organisation, strategy and development**

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school

## **Health and safety**

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents

## **Professional development**

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

## **Personal and professional conduct**

- › Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- › Respect individual differences and cultural diversity

Our Teaching Assistants will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.