



JOB DESCRIPTION

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| CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| SCHOOL | |
| POST TITLE | SENIOR TEACHING ASSISTANT LEVEL 3 (COVER) |
| ROLE PROFILE | LD3 |
| TOOLKIT JOB REF NUMBER | ToolkitJD-13f |
| GRADE | 4 (inclusive of JWCs) Mainstream School 5 (inclusive of JWCs) Special School |
| RESPONSIBLE TO | Line Manager as defined in staffing structure |
| RESPONSIBLE FOR | As defined in staffing structure |
| HOLIDAY AND SICKNESS COVER | |
| PURPOSE OF JOB | SUPERVISION OF WHOLE CLASSES DURING THE SHORT-TERM ABSENCE OF THE CLASS TEACHER UNDER THE GUIDANCE OF TEACHING/SENIOR STAFF, INCLUDING IMPLEMENTATION OF WORK PROGRAMMES, MANAGING PUPIL BEHAVIOUR AND ASSISTING PUPILS IN RELEVANT ACTIVITIES |
| RELEVANT QUALIFICATIONS AND EXPERIENCE | VERY GOOD LITERACY/NUMERACY SKILLS NVQ 3 FOR TEACHING ASSISTANTS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY AND/OR IN PARTICULAR CURRICULUM OR LEARNING AREA E.G. BI-LINGUAL, SIGN LANGUAGE, DYSLEXIA, ICT, MATHS, ENGLISH, CACHE ETC. APPROPRIATE FIRST AID TRAINING |

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| JOB DESCRIPTION FOR POST OF:- SENIOR TEACHING ASSISTANT – LEVEL 3 COVER |
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| SPECIFIC DUTIES AND RESPONSIBILITIES |
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The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

Whilst the main focus of this role will be the provision of cover for absent teachers, the jobholder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of Individual Education Plans
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

9. Work with the teacher to establish an appropriate learning environment
10. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
11. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

12. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
13. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
14. Undertake marking of pupils' work and accurately record achievement/progress
15. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
16. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
17. Administer and assess routine tests and invigilate exams/tests
18. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

19. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
20. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
21. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
22. Help pupils to access learning activities through specialist support
23. Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

24. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Contribute to the overall ethos/work/aims of the school
27. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support

achievement and progress of pupils

28. Attend and participate in regular meetings
29. Participate in training and other learning activities as required
30. Recognise own strengths and areas of expertise and use these to advise and support others
31. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
32. Undertake planned supervision of pupils' out of school hours learning activities
33. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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| ISSUE DATE: |
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