

# SENIOR TEACHING ASSISTANT JOB DESCRIPTION



## JOB PURPOSE

The Senior Teaching Assistant role is to support the learning of students to ensure their achievements are outstanding and deliver lessons prepared by teachers.

## DUTIES

Duties may be modified by the Executive Principal, in consultation with the STA, to reflect or anticipate changes in the job, commensurate with the salary and job title on an annual basis. Please also refer to the Job Description for Teaching Assistants.

## TEACHING AND LEARNING

- To support students as specified in the job description for Teaching Assistants.
- To deliver work prepared by a teacher to classes of students in the event of staff absence.
- To work with groups of students or individuals under the direction of the teacher to ensure they make outstanding progress.
- To collaborate with teachers to adapt work for students to meet students' needs under the guidance of a teacher.
- To develop own practice through training and collaboration, using new technologies when appropriate to improve learning.

## FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

This role is undertaken in conjunction with the role of Teaching Assistant therefore please also refer to this job description.

## SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at [www.rutlandfederation.com/policies](http://www.rutlandfederation.com/policies).

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

*This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.*

## SENIOR TEACHING ASSISTANT PERSON SPECIFICATION

	Required	Desirable	Evidence
QUALIFICATIONS	A basic level of education with at least 5 good GCSEs including English and mathematics.	A degree or equivalent professional qualification. Recent completion of a level 3 or higher qualification. Evidence of an interest in continued training.	Letter of application and interview including evidence of examination results.
EXPERIENCE	A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues. A good understanding of the role of monitoring.	Successful experience in a school or college of supporting students or delivering whole class teaching. Clear practical strategies for supporting students. Experience of monitoring and evaluating learning.	Interviews References Portfolio of work Letter of application
FEDERATION REVIEW		Has evidence of monitoring and intervening with students to improve their performance.	Letter of application and interview.  Letter of application and interview.
LIASION	An ability to work with students. Good listening skills, the ability to communicate effectively and to work as part of a team	Has established excellent relationships with a range of stakeholders including teachers, students and parents.	References Interviews Letter of application

<p>STAFF DEVELOPMENT</p>	<p>An understanding of the importance of training. A proven desire to improve, with recent evidence of certified professional development.</p>	<p>Has evidence of continued professional development relevant to their subject area.</p>	<p>References Interviews Letter of application</p>
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