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| **Senior Teaching Assistant**  **JOB DESCRIPTION** | | | |
| **Name** |  | | |
| **Accountable to** | The Class Teacher, Lead TA and Deputy Head of School | | |
| **Scale** | Bexley Scale 7 pro rata for 36 hours per week, Term time plus inset days | | |
| **Job Purpose** | To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers. | | |
| **Responsibilities**  *Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements* | * Support teachers in ensuring students’ continuing educational development by use of specialist skills/training/experience and through establishing constructive relationships, assisting with the development and implementation of Individual Education/Behaviour Plans * Plan and deliver small group intervention to support students to make progress and build self confidence * Support teachers in lesson planning, evaluating and adjusting such plans to fostering attractive learning environments to ensure that students spend their school life in stimulating surroundings * Support teachers in monitoring and evaluating students’ responses to learning activities through observation and planned recording of activities so that students receive the maximum benefit from their education * Cover for class teacher during course attendance/short term absence * During times of cover, lead the TA to ensure the smooth running of the class * Implement agreed teaching programmes adjusting as necessary to meet the news of the students, thus making effective use of opportunities and resources available * Determine the need for, prepare, and maintain general and specialist equipment/resources required to meet lesson plans/relevant learning activity | | |
| **General Responsibilities** | * Support students consistently whilst recognising and responding to their individual needs ensuring their safety and encourage students to interact with others and to engage in activities * Promote independence and employ strategies to recognise and reward achievement of self-resilience, providing feedback to students in relation to progress and achievement * Establish productive working relationships with students, and interact with them according to individual needs, promoting the inclusion/acceptance of all students * Acting as a role model and setting high expectations * Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence * Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour * When directed to liaise sensitively and effectively with parents/carers as agreed with the Head of School within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed * Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate to establish an appropriate learning environment * Contribute to reviews of systems/records as requested * Provide clerical and administration support for teacher * Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs * Support the use of ICT in learning activities and develop students’ competence and independence in its use * Help students to access learning activities through specialist support * 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 * Undertake planned supervision of students’ out of school hours learning activities, including school visits and trips * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Contribute to the overall ethos/work/aims of the school * Attend and participate in regular meetings (including 1 teacher meeting a week), training and other learning activities as required * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students * Recognise own strengths and areas of expertise and use these to advise and support others * To carry out medical procedures according to care plans after training and authorisation (e.g. asthma, epilepsy, enteral feeding, oxygen, suctioning) as appropriate | | |
| **Review of job description** | This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head of School. It may be subject to modification and amendment at any time after consultation with the post holder | | |
| **Signed member of staff** |  | Date |  |
| **Signed appraiser** |  | Date |  |
| **Approved Head of School** |  | Date |  |