Minsthorpe Community College

Job & Person Specification

**Post Title:** Senior Teaching Assistant (Higher Level Student Support)

**Grade:** G5 – Point 7-11

**Hours:** Term-time only – 32 ½ hours per week

8.00am-3.00pm Monday to Friday

**Reporting to:** Student Support Manager

**Overall Purpose of Post:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Delivering learning activities for individuals/ groups of students, monitoring students and assessing, recording and reporting on students’ achievement, progress and development.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

* Responsibility to provide a safe environment in which children can learn and develop.
* To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

**Employment checks required of this post:**

* Proof of eligibility to work in the UK
* Proof of relevant qualifications (original certificates)
* Two satisfactory references
* DBS Enhanced Disclosure check
* A Prohibition Order check
* A medical assessment prior to commencement of employment.

**Key accountabilities, duties and responsibilities:**

* To complement the professional work of teachers by taking responsibility for agreed

learning activities for individuals/groups of students.

* To develop a specialist area of expertise related to meeting the needs of students with

additional needs.

* Use specialist skills to support students’ learning.
* Establish productive working relationships with students, acting as a role model and

setting high expectations.

* Implement and support personalised learning plans.
* Promote the inclusion and acceptance of all students within the classroom.
* Support students consistently whilst recognising and responding to their individual

needs.

* Encourage students to interact and work co-operatively with others and engage all

students in activities.

* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Provide feedback to students in relation to progress and achievement.
* Organise and manage appropriate learning environment and resources.
* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
* Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
* Deliver local and national learning strategies, e.g., literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of students’ skills.
* Use ICT effectively to support learning activities and develop students’ competence and independence in its use.
* To assist with the supervision of students ensuring their safety and access to learning.
* To assist with the display of work.
* To report to the teacher or line manager on student progress and achievements in accordance with college policy.
* To assist students in using resources.
* To assist with the supervision of students outside of lesson times, including before and after college and at snack breaks. These duties shall be undertaken within the post-holder’s contractual hours.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the college.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
* To assist with the personal needs of students including social, health, physical, hygiene, first aid and welfare.
* 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.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.

Other duties commensurate with the grade of the post as directed by the Principal/Line Manager.

**Person Specification:**

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| **Criteria** |  | **Essential/Desirable** |
| **Education, Training and Qualifications** | Specialist Skills/Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)  Level 2 Numeracy/ Literacy  Training in relevant learning strategies, eg literacy. | D  E  E |
| **Skills and Knowledge** | Can use ICT effectively to support learning.  Full working knowledge of relevant policies/codes of practice legislation.  Constantly improve own practice/ knowledge through self-evaluation and learning from others.  Appropriate knowledge in First Aid  Ability to relate well to children and adults  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | E  E  E  E  E  E |
| **Experience** | At least one year’s experience of working with children of the relevant age range in a learning environment.  Experience of working in a school setting. | E  D |
| **Personal Attributes** | Enjoy working alongside young people and adults.  Be supportive of the aims and ethos of Minsthorpe Community College. | E  E |