

# **Senior Teaching Assistant Job Description - Communication and Interaction (ARMS provision)**

<b>Post:</b>	Senior TA (STA) with responsibility for Communication and Interaction
<b>Salary Grade:</b>	Grade G
<b>Responsible to:</b>	SENDCO
<b>Hours of Work:</b>	Term time only (195 days) + 1 day (August results) 7.5 hours per day, 8.20am - 4.20pm (3.50pm on Fridays)

## **Core Purpose**

The Senior Teaching Assistant (STA) will:

- Take responsibility for the day-to-day coordination of a specific programme of SEND provision:
  - Communication and Interaction
- Develop expertise in this specialist area of SEND provision in order to provide support and training to teaching and support staff; including delivering whole school training
- Lead our ARMS provision - supporting pupils with autistic spectrum conditions to access our mainstream school
- Line manage and support Teaching Assistants to ensure high quality provision and attainment of SEND pupils
- Give support to pupils through designing and leading structured interventions, so they can access the curriculum, take part in learning and experience a sense of achievement
- Promote pupils' independent learning skills, self-esteem and social inclusion
- Support the SENDCO in reviewing the education, health and care plans (EHCPs) with parents or carers and the pupil, communicating these effectively to relevant staff so that all are aware of EHCP updates and targets

## **Responsibilities**

### **1. Pupil Support**

- Lead our ARMS provision as part of Gateshead's local offer for SEND - supporting pupils with autism to access a mainstream school
- Work with pupils and their families to write and regularly review person centred plans, based on the evidence of what works in the classroom
- Promote, support and facilitate inclusion by encouraging participation of SEND pupils in learning and extracurricular activities, supporting SEND pupils on educational trips and visits
- Act as a SEND Key Worker, individually assigned to our most vulnerable pupils. You will act as a first point of contact for pupils and parents / carers, tracking and supporting pupils' attendance, progress and well-being on a week-to-week basis

- Support SEND learners at the end of the school day e.g. 1:1 tuition; homework hub

## **2. Interventions**

- Use available data to track and evaluate progress of SEND learners and identify intervention groups to support achievement
- Plan and lead targeted SEND intervention groups, that interest and motivate SEND learners and advance their learning
- Evaluate the effectiveness of interventions as part of the assess - plan - do - review process

## **3. Classroom Support**

- Demonstrate an evidence based approach to teaching and learning to improve achievement of SEND pupils within the classroom
- Use and support class teachers with effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment for SEND learners
- Observe pupil performance and pass observations on to the class teacher or other professionals
- Supervise whole classes occasionally during the short-term absence of teachers
- Undertake any other relevant duties given by the class teacher

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

- Through the school's appraisal process, line manage and support Teaching Assistants to ensure high quality provision and attainment of SEND pupils
- Communicate your knowledge and understanding of SEND 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 you may have about the SEND pupils they work with
- Collaborate with colleagues and other relevant professionals within and beyond the school
- Be linked to support a faculty with SEND intervention and teaching strategies, developing expertise in specific subject areas
- Be linked to a year group supporting the Pastoral Leader with SEND related tasks

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

- Contribute to the development, implementation and evaluation of the SEND Team's and 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
- Support pupils with access arrangements by acting as invigilator, reader or scribe in internal and external examinations
- Maintain an up to date first aid qualification
- Contribute to the day to day running of the school, including duties
- Attend relevant calendar parents evenings across the year to liaise with SEND families

## **6. Professional development**

- Develop expertise in a specialist area of SEND provision in order to provide support and training to teaching and support staff
- 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 part in the school's appraisal procedures.

## **7. Personal and professional conduct**

- 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
- 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 the school's child protection policy
- Provide day-to-day safeguarding for pupils through meeting the Whickham school safeguarding policy

**The post holder is expected to be available for 1 day each summer to support pupils on results day.**