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| JOB PROFILEPOST: Senior Teaching Assistant (STA) GRADE: 5DT Grade 5RESPONSIBLE TO: SENCo & DEPUTY SENCoHours PW: 34.5 (Core hours 8.00-3.15 – plus 1 additional hour fortnightly)Weeks Per Year: 39 weeks p.a to include training daysJOB PURPOSE A STA will work under the direction and guidance of the SENCO and Deputy SENCo or a classroom teacher to assist with teaching and learning and associated activities in accordance with school policies and procedures. This may include: planning, delivery and evaluation of learning activities; supporting in whole classes; and working with individuals and small groups of pupils. An STA will also undertake additional responsibilities which include leading and supporting the work of TA’s to maximise impact. In addition: the following responsibilities will be aligned to the following STA roles;   * **Home School Liaison** – to be the main contact for parents of students with additional learning needs. To support the EHC processes including assessment, planning, implementation and monitor impact on learning and development. * **Targeted intervention** – to develop, implement, review and monitor impact of targeted intervention programmes to support learning and wellbeing * **Timetabling** – to be responsible for the deployment of TA’s across the academy to support students with Additional needs. To develop, update and monitor the TA timetable and ensure it is available to all staff. * **Cover** – to be responsible for redeployment of TA’s across the academy should there be absence of Teaching Assistants. To work closely with staff organising access arrangements to ensure all students with Additional needs are supported. * **Access arrangements** – to be responsible for co-ordinating access arrangements across the Academy which includes assessment, implementation and monitoring in line with the JQC regulations * **FACT and FACT+** - to be responsible for assessing, planning targeted support and monitoring impact of support for students with additional learning needs in line with Milton Keynes Inclusion Strategy. * **EAL** – To support the English language and literacy development of multilingual learners in different subjects across all year groups. To be responsible for supporting EAL students across the Academy within a classroom context and through personalised programmes of support (intervention), to ensure all our EAL students make progress and achieve. To be responsible for monitoring the effectiveness and impact of all EAL interventions. To be responsible for developing, implementing and evaluation a cultural programme for EAL students across the Academy. * **SEND Support** – To be responsible for target setting and allocation of provision for SEND support students. To develop and review progress of targets on the provision profile in liaison with academy staff, student and parents/carers. To maintain effective monitoring and tracking of progress for SEND support students. To update the SEND plans for SEND Support students.  PRINCIPAL ACCOUNTABILITIESSupport for SENCO and Deputy SENCO  * To maintain the additional needs register * To produce, maintain and contribute to provision and SEND plans for all SEN students * To contribute towards Education Health Care Plan (EHC’s) reviews * To promote team work and to motivate the teaching assistant team  Support for Students  * Supervise and provide particular support for EAL students, including those with special needs, ensuring their safety and access to learning activities * Assist with the development and implementation of SEND and Provision Profiles * Establish constructive relationships with students and interact with them according to individual needs * Promote the inclusion and acceptance of all students * Encourage students to interact with others and engage in activities led by the teacher * Set challenging and demanding expectations and promote self-esteem and independence * Provide feedback to students in relation to progress and achievement under guidance of the teacher  Support for the Teacher  * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students’ work * Use strategies, in liaison with the teacher, to support students to achieve learning goals * Assist with the planning of learning activities * Monitor students’ responses to learning activities and accurately record achievement/progress as directed * Provide detailed and regular feedback to teachers on students’ achievement, progress, problems etc. * Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour * Establish constructive relationships with parents/carers * Administer routine tests and invigilate exams and undertake routine marking of students’ work * Provide clerical/administrative support, e.g. photocopying, typing, filing, money, administration of coursework, etc. |
| Support for the Curriculum  * Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses * Support the use of ICT in learning activities and develop students’ competence and independence in its use * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use  Support for the Academy  * 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 * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Line management responsibilities for teaching assistants * Contribute to the overall ethos/work/aims of the Academy * 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 (including first aid certificate) as required * Assist with the supervision of students out of lesson times, including before and after school * Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher * Other responsibilities as reasonably requested and commensurate with the grading of the post * Liaise directly with the SENCo, Deputy SENCo for SEN issues within the faculty. * Lead a team of TAs within the faculty to support the best outcome of the students. * Be an ambassador for SEN within the allocated faculty. * Take direct leadership of one particular aspect of the administration of SEN provision which will be reviewed annually and could be rotated within the team.  This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet the changing circumstances of the Academy. It does not form part of your contract of employment. |

**The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**