



## JOB DESCRIPTION

### Senior Teaching Assistant - National C of E Academy

#### Salary and Hours

**Salary:** NJC Salary Scale – Grade 5 (scale points 15 – 22) £23,541 - £27,041

Salary will be pro-rated based on the number of hours and weeks worked per year  
i.e. £20,068 - £23,051

**Contracted hours:** 37 hours per week, Term Time Only

**Hours of work:** 08:30 – 16:30

**Daily Direction from:** SENCO

**Responsible for:** Members of the Inclusion team – Teaching Assistants and Behaviour Mentors.

**Note:** All support staff are managed overall by the School Business Manager

#### Purpose

- To work under the guidance of the SENCO and SEND teacher to provide targeted support for students with challenging behaviour needs and / or additional needs.
- This will involve planning, preparing, delivering and reviewing learning activities, assessing progress.
- To develop strategies and interventions to be deployed for the benefit of assigned students and to work with teaching staff to plan and deliver intervention programmes for individuals and groups of students.
- In addition, to ensure key areas such as student, teaching, classroom and examination support is in place.
- To assist the SENCO in the supervision, administration and daily operation of the Inclusion area. To support students and staff and ensure that all students are able to access the wider curriculum and experience success.
- Coordination and deployment of the Teaching Assistant / Behaviour Mentor team including working with the SENCO and SEND Teacher to develop the role of the Teaching Assistant / Behaviour Mentor team in promoting student progress and the schools' programme of support for students and the curriculum
- Responsibility for the transition between educational phases including year 6 to 7, year 8 to 9 and year 11 into further education.

## Specific duties and responsibilities

### Operational and strategic planning:

- To build and maintain bespoke provision for students, working closely with teaching staff and other colleagues.
- Working with the SENCO and other colleagues such as SEND Teachers and the Alternative Provision Manager to ensure interventions meet the needs of students with additional needs.
- To positively promote the Church of England Ethos of the academy.
- To oversee the daily running of the Inclusion area.
- To monitor and support the overall progress and development of students.
- To encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
- To contribute to the whole academy planning activities.
- To ensure close liaison with the SENCO to ensure that reviews/information is shared appropriately.
- Contribute to the development and implementation of Individual Education Plans and Behaviour Plans.

### Curriculum provision/development:

- Undertaking activities with either individuals or groups of students to ensure their safety and facilities their physical, emotional and educational development and ensure the curriculum area provides a range of teaching which is appropriate and meets the needs of the students within the Unit. For example, full use of schemes of learning.
- To assist in the process of curriculum development and change, to ensure the continued relevance to the needs of students, examining and awarding bodies and the ARCH values and strategic objectives.
- To work with the SENCO to develop literacy and numeracy interventions across the curriculum.
- To establish a supportive relationship with assigned students and their parents and to promote and reinforce the child's self esteem whilst promoting independent learning.

### Pastoral System:

- To liaise with Heads of Year to ensure effective implementation of the academy pastoral system.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to SEND reviews and the preparation of other reports as necessary.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.



- Promote inclusion and acceptance of all students by encouraging them to interact with each other and to access the curriculum and engage in activities using your knowledge of the curriculum and how students learn.
- Lead, participate and support the supervision of students during social time and extra-curricular activities in order to support their social and emotional development.
- To communicate as appropriate, with the parents and guardians of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the academy behaviour policy and follow the behaviour systems so that effective learning can take place.
- To maintain discipline in accordance with academy procedures, and to encourage good practice with regards to punctuality, behaviour, standards of work and homework and uniform.

## Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, student progress etc.
- To complete the relevant documentation to assist in the tracking of student progress.
- To contribute to the annual review of LAC and SEN students as and when required.
- To track student progress and use information to inform teaching and learning.

## Communications/Liaison:

- To communicate effectively with the parents/guardians of students as per the behaviour policy.
- Where appropriate, to communicate and co-operate with persons or bodies outside the academy.
- To follow agreed policies for communications in the academy.
- To take part in liaison activities e.g. progress evenings.
- To contribute to the development of effective subject links with external agencies and workplace providers.

## Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, faculty and the students.
- To ensure the effective/efficient deployment of classroom support.

## Quality Assurance:

- To contribute to the process of quality assurance to measure the impact of provision liaising with the SENCO and working closely with teaching staff to ensure that strategies and interventions are deployed for the benefit of the assigned students.
- To help implement academy quality procedures and to adhere to those.



- To seek/implement modification and improvement where required. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

## Health and Safety

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- To comply with the academy health and safety policy and undertake risk assessments as appropriate.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_

Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Academy Business Manager

Date: \_\_\_\_\_

June 2021