MANOR MEAD SCHOOL
Job Description; Senior Teaching Assistant

Supports teaching staff in their responsibility for the development and education of pupils. Able to lead lesson from teacher's planning e.g. to cover PPA, meetings or sudden absence

Under the direction of the teacher:

- Uses specialist skills in, for example, the teaching of literacy, numeracy or science.
- Provides specialist welfare support for pupils with sensory and/or physical impairment.
- Develops the specialist knowledge required to provide appropriate personal care or therapy.
- Works as part of a team to ensure that the wellbeing, social and personal development of pupils enhances learning opportunities and life skills.
- Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration.
- Undertakes pupil observations, records pupil progress as directed and contributes to reports through discussion with the Class Teacher
- Delivers specified work to individuals, groups and whole classes as determined by the headteacher in accordance with The Education (Specified Work and Registration) (England) Regulations 2003.
- Maintains confidentiality in and outside the workplace.
- Understands and assists in interpretation of school policies.

MANOR MEAD SCHOOL
Person Specification; Senior Teaching Assistant

Specification	Desirable	Essential
Education and Training	NNEB, NVQ3 or equivalent qualification The person must be prepared and able to take up continuing professional development opportunities	
Previous Experience	Experience of working with children with Special Educational Needs	Experience of working in a school setting
Abilities		Able to take responsibility Works well as a member of a team Able to direct staff and students Able to follow verbal and written instructions with minimum supervision Able to give clear verbal instructions Clear legible writing Able to deliver individual pupil programmes, recording as necessary Competent in use of IT to support learning Able to use own initiative
Personality		Good interpersonal skills Empathy with children with special needs Able to cope in stressful situations Flexible, dependable, responsible & sense of humour
Mobility	Clean driving licence Prepared to undergo SCC MIDAS Minibus training	
Physical Attributes		Good all-round fitness and agility
Equal Opportunities		Commitment to equal opportunities