

JOB DESCRIPTION

Job Title: Specialist Teaching Assistant

SCP: 7-11

Reporting to: Headteacher/Senior Teaching Assistant

Overall Purpose of the Post:

Under the guidance of a teacher or Line Manager (E.G. Higher Level Teaching Assistant), to undertake learning activities or work programmes with individual pupils, groups of pupils or whole classes which require specialist knowledge or expertise and in accordance with an agreed system of supervision.

KEY OUTCOMES/ACTIVITIES

- To provide specialist knowledge or expertise to support the learning activities of pupils either individually, within groups or within whole classes. (An example is given in the addendum to this Job Specification).
- To assist the teacher or line manager in developing and implementing individual education/behaviour plans.
- To provide assistance to the teacher or line manager with planning learning activities.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher or line manager.
- To support the teacher or line manager in managing pupil behaviour including dealing with incidents in accordance with agreed school policy/strategies and to encourage pupils to take responsibility for their own behaviour.
- To prepare the classroom for lessons and to clear afterwards establishing an appropriate learning environment.
- To establish effective communications with parents/carers and to participate in meetings providing feedback as directed by the Headteacher or line manager.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To provide detailed feedback and reports to the teacher or line manager on pupil progress and achievement.
- To be responsible for keeping and updating pupil records.
- To undertake marking of pupil's work.
- To employ strategies to recognise and reward achievement.
- To maintain equipment and resources ensuring they are appropriate to the lesson plans/learning activities.
- To assist pupils in using resources e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake clerical duties including photocopying, administering course work, or producing worksheets for agreed specialist activities.

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

RESPONSIBILITY OF RESOURCES

Employees (Supervision): To provide appropriate guidance and supervision and to assist in the training of staff in the specialist area.

Financial: None

Physical: Effective use of learning and specialist materials and resources.

Customers and Clients:

To work with the Teacher to support in the planning, organising and delivery of high standards of teaching

WORKING CONDITIONS

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

CHARACTERISTICS OF THE POST

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

PERSONAL SPECIFICATION		
PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE		
	Essential	Desirable
Qualifications/Training		
Level 3 Qualification	Y	
Level 2 Numeracy/ Literacy or willingness to work towards	Y	
Training in relevant learning strategies e.g. literacy.	Y	
Specialist Skills/ Training in Curriculum or Learning area of Music/PE	Y	
Knowledge		
Full working knowledge of relevant policies/codes of practice legislation.	Y	
Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies	Y	
Constantly improve own practice/ knowledge through self-evaluation and learning from others.	Y	
Good understanding of child development and learning processes.	Y	
Understanding of statutory frameworks relating to teaching.	Y	
Appropriate knowledge in First Aid or willingness to train		Y
Experience		
Previous experience of working with children of the relevant age range in a learning environment.	Y	
Competencies and Other Skills		
Effectively use ICT to support learning.	Y	
Ability to organise, lead and motivate a team		Y
Ability to relate well to children and adults	Y	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	Y	