



Job Description for Specialist Teaching Assistant

Grade:	E
Points:	4 £24,404 per annum FTE (actual salary £20,967 per annum)
Weeks per Year:	38 term time plus five training days
Hours per Week:	37 hours per week (Monday 8.30-4.30, Tuesday to Friday 8.30 to 3.45)

Key Purpose of Post

To work with the teaching staff to enable access to learning and quality education for pupils across the school within KS1/2/3/4/5 by supporting behaviour and pupil well-being.

In General

Specialist Teaching Assistants form part of the dedicated whole staff team. All of our Specialist Teaching Assistants are employed specifically to work with individual or small groups of pupils under the direction of the class teacher/form tutor supporting the pupils' learning and behaviour. Specific skills of individual Specialist Teaching Assistants are taken into account.

To be responsible for ensuring child protection and the welfare and well being of the children in our care.

Support for Pupils

- Supervise and provide support for pupils, ensuring their safety, well-being and access to learning activities, using specialist skills in behavioural management.
- Assist with the development and implementation of IBLP's.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide information, support and advice to enable pupils to make choices about their own behaviour/learning/attendance.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Challenge and motivate pupils, promote and reinforce self esteem.
- Promote positive reinforcement and provide positive feedback in relation to progress and achievement.
- To be directly involved in the process which includes TEAM TEACH/withdrawal of pupils from the classroom in order to manage volatile situations and ensure the well-being of all pupils and staff.
- Provide support to promote the effective transfer of pupils across the school and from mainstream to Maplefields/Maplefields to mainstream.

Support for Teachers

- Liaise with feeder schools and relevant bodies to gather pupil information.



- Work with the teacher to establish a safe and secure learning environment.
- Assist with planning, evaluating and adjusting learning activities as appropriate.
- Monitor pupils' response to learning and behaviour targets and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, encourage pupils to take responsibility for their own behaviour by assisting in the development and implementation of agreed behaviour management strategies.
- Establish constructive relationships with parents/carers exchanging information and providing support.
- Provide clerical/admin support e.g. making telephone calls, photocopying, laminating, making certificates, etc.
- **Support the transition process through key stages by assisting the teacher to ensure sound routine and practice within the agreed whole school policy.**

Support for the curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- **Support the deliver of local and national learning strategies especially with regard to transition.**
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and use specialist equipment, plans and resources to support pupils.
- To be involved in whole school discussion regarding curriculum development as appropriate.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health and safety, behaviour management, confidentiality and data protection, reporting all concerns to the appropriate agreed person.
- Ensure all pupils have equal opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision and support of our lesson times, at lunchtimes, before and after school.
- To support pupils in off site activities which have the agreed risk assessment.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undergo initial TEAM TEACH training and thereafter refresher courses as required by the Team Teach tutors in school to maintain this qualification up to date.
- To work within the staff team to support the well-being of staff and pupils, ensuring safety for all.