



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	BRIGHTSIDE NURSERY INFANT SCHOOL
POST TITLE	SENIOR TEACHING ASSISTANT – LEVEL 3
ROLE PROFILE	LD3
JOB REF NUMBER	
GRADE	4
RESPONSIBLE TO	HEAD TEACHER
RESPONSIBLE FOR	As defined in staffing structure
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement work programmes with individuals/key worker group / groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep children on task. Cover supervisors will need to respond to questions and generally assist children to undertake set activities
RELEVANT QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Very good literacy/numeracy skills • NVQ 3 IN CHILDCARE OR EQUIVALENT EARLY YEARS QUALIFICATIONS • Training in the relevant learning strategies e.g. literacy and/or in particular curriculum or learning area e.g. sign language, dyslexia, maths, English, cache etc • Appropriate first aid training

JOB DESCRIPTION FOR POST OF:- SENIOR TEACHING ASSISTANT – LEVEL 3

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

SUPPORT FOR CHILDREN

1. Use specialist (curricular/learning) skills/training/experience to support children
2. Support children to develop independence, including assisting with intimate care, i.e., nappy changing and toilet training.
3. Assist with the development and implementation of children's individual targets.
4. Establish productive working relationships with children, acting as a role model and setting high expectations
5. Promote the inclusion and acceptance of all children within the classroom
6. Support children consistently whilst recognising and responding to their individual needs
7. Encourage children to interact and work co-operatively with others and engage all children in activities
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Provide feedback to children in relation to progress and achievement

SUPPORT FOR THE TEACHER

10. Work with the teacher to establish an appropriate learning environment
11. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
12. Monitor and evaluate children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
13. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
14. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
15. Undertake monitoring of children's work and accurately record achievement/progress
16. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
17. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback

- sessions/meetings with parents with, or as directed
18. Carry out EYFS observations to inform learning and record using the school's framework and preformas.
 19. Provide general clerical/admin. support e.g. completing learning journals, classroom set up, displays, engaging provision

SUPPORT FOR THE CURRICULUM

20. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
21. Implement local and national learning strategies e.g. secure knowledge and understanding of early years, literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills
22. Support the use of ICT in learning activities and develop children' competence and independence in its use
23. Help children to access learning activities through specialist support
24. Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

25. 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
26. Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
27. Contribute to the overall ethos/work/aims of the school
28. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children
29. Attend and participate in regular meetings
30. Participate in training and other learning activities as required
31. Recognise own strengths and areas of expertise and use these to advise and support others
32. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
33. Undertake planned supervision of children' out of school hours learning activities
34. Supervise children on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
