Dysart School
Educating, Enabling, Evolving

Job Description

Title: Senior Teaching Assistant Grade: E

Relationships

Responsible to: Principal and the Senior Leadership Team/Classroom Teacher

Responsible for: the management of other learning support assistants including allocation and monitoring of work, appraisal and training where appropriate

Important Internal Relationships: Governors, Principal, Teaching and support staff at the school, Pupils

Important External Relationships: Parents, Visitors to the school, Police & Support Agencies, Local Authority

Main Purpose of Job:

- To work with the class teacher to plan lessons, providing and delivering excellent support for teaching and learning activities to agreed work programmes for individuals, groups or whole class in or out of the classroom when the class teacher is not present.
- To prepare and deliver lessons and assess, record and report on development, progress and attainment, including the competent and regular use of ICT, including a range of communication aids.
- To carry out specified work under a 'system of supervision'.
- To be responsible for the management and development of a specialist area within the school, as agreed by the SLT.
- Demonstrate commitment to collaborative and cooperative working by effectively managing Learning Support Assistants.
- To provide cover in classes due to staff absence as required and directed by the SLT.
- To deal with personal care needs of pupils, following laid down school procedures.
- To provide appropriate medical interventions eg First Aid, Emergency medications.
- To work in partnership with the class teacher in the overall management and organisation of the pupils and the classroom, creating and maintaining a supportive educational environment.
- To positively support the ethos of the school, and be aware of and work within the Code of Conduct, school policies and guidelines at all times.
- To actively participate within the whole school team, developing and encouraging good relationships and promote harmony in the school.

Specialised Responsibility:

- To support the Head of Department.
- To support pupil transitions into and out of Departments.
- To support the mentoring of new Learning Support Assistants.

Main Responsibilities:

- Assess the needs of the pupils with guidance from class teacher to provide specialist skills, training and experience to support and deliver agreed learning activities/work programmes to pupils, reinforcing their learning and ensuring their understanding.
- Through consultation and working with the class teacher, plan challenging lessons and learning activities evaluating and adjusting according to pupil needs.
- Monitor and evaluate pupils' performance and responses to learning through a range of assessment and monitoring strategies, providing objective and accurate feedback/records for the teacher and/or other professionals as required.
- To follow the guidelines for individual support, care needs and medical interventions (including but not exclusively gastro feeding, administering drugs) undertaking any required training.
- To ensure pupils are moved according to their written manual handling care plans, raising any concern with the Moving and Handling Advisor.

- To prepare classroom/corridors to the standard as directed by class teacher ensuring that resources are in place and cleared away at the end of the session.
- To develop and implement Individual Education/Behaviour Plans and Personal Care and feeding programmes, and attend Annual Review meetings upon request.
- To engage with pupils during lesson and break times, promoting their independence and communication as outlined in the School's curriculum aims and pupils' Individual Education Plans. Develop positive activities for the pupils and establish constructive relationships with them.
- To encourage pupils to interact and work co-operatively with others and engage in all activities.
- To promote positive values, attitudes and good pupil behaviour in line with the school's policy and encourage pupils to take responsibility for their own actions.
- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To promote independence and employ strategies to encourage self-reliance and increased self-esteem.
- To contribute to the health and wellbeing of pupils.
- To take part in other curricular activities (including but not exclusively swimming and school trips, loading minibus where appropriate) as well as delivering learning activities out of school as required and within established guidelines.
- To provide support for multilingual/bilingual pupils.
- To follow written individual therapy programmes under the guidance of the therapists in the school. (Including but not exclusively Physio, SALT, OT and specialist feeding programmes).
- Make observations of pupils' performance and provide regular feedback to the teacher to enable assessment of progress, including P levels and NC levels.
- Liaise with parents and other professionals contributing to or lead meetings to provide constructive feedback when necessary, maintaining a professional relationship at all times.
- Provide general clerical support to the class teacher e.g. producing and copying worksheets, lesson plans, collecting money etc.
- To have an excellent knowledge of ICT to effectively support educational programmes, prepare teaching materials and be able to operate communication devices.
- Manage other learning support assistants, liaising between SLT/teaching staff and support staff, holding regular team meetings with managed staff and representing LSA's when appropriate at various school meetings.
- Provide specialist guidance and supervision/mentoring to other staff and assist in the training and development of staff as appropriate.
- Attend training as directed and incorporate learning within work, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of children. Reporting any concerns to a senior member of staff.
- Follow the Health and Safety procedures to ensure the safety of pupils and staff.

Other requirements of the post

- The post may or may not be class based, this will be dependent on the needs of the school and will be reviewed in line with changing priorities of classes and pupils.
- Staff are expected to participate in all aspects of the curriculum and school life including but not exclusive to swimming LOTC Activities, Residential (unless exceptional circumstances and/or certified medical reasons are provided to the governing body).
- No annual leave to be taken in term time.
- Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct e.g. Attendance Procedures, Mobile Phone Statement, Social Media Policy.
- Understanding and working in accordance with Equal Opportunities, Health & Safety and other relevant policies.
- Undertaking other duties as required by the Teacher, which are considered to be commensurate with the job purpose and grading.

- Attending appropriate training.
- Maintaining a professional relationship with other members of the team.
- Sharing the commitment in safeguarding and promoting the welfare of children and young people.
- Maintaining confidentiality at all times.

Training can include :

- Attending all whole school INSET days/twilight sessions.
- Attending Health & Safety training courses related to the role.
- Attending external training courses which relate directly to the role.

Whole school responsibilities

- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the whole school, including outside activities.

Signatures:

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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed:_____ Date:_____

(Print name: – SLT member)

Signed:_____ Date:_____

(Print n*ame: – Senior Teaching Assistant)*

Person Specification
SENIOR TEACHING ASSISTANT (GRADE E)

Essential	Desirable
Qualifications	
Excellent numeracy and literacy skills, GCSE grade A – C or equivalent in Literacy and Numeracy	ICT qualification
Meet Higher Level Teaching Assistant standards or equivalent qualification, willingness to complete within the first year in post.	First Aid qualification
Training in relevant learning strategies – literacy, TEACCH	A Level or equivalent professional qualification in specialised area.
Makaton or other sign language accreditation	NVQ 3 or above or equivalent qualification in relevant area
Experience/Knowledge	
Proven successful experience of working or caring with children in an educational setting	Management experience
Experience of working with children with a range of disabilities including autism	
Excellent understanding of child development	
Working knowledge and experience of implementing Foundation and National Curriculum levels and P levels	
Have an understanding of the statutory frameworks relating to teaching, the importance of lesson planning, IEPs and learning objectives to contribute to learning	
Working knowledge and understanding of the importance of the Health and Safety in schools	
Understanding of and commitment to work within the scope of the school's equal opportunities policy and other relevant policies/code of practice and awareness of relevant legislation.	
Excellent ICT Skills to effectively support and advance learning	
Skills and abilities	
Ability to organise, lead and motivate a team so that classroom roles and responsibilities are understood to advance pupil progress.	Ability to provide artistic or creative input
Ability to communication effectively with a range of people.	Use of other equipment technology
Excellent listening skills and the ability to provide instructions clearly to others	
Able to organise and deliver classroom activities	
Able to implement a range of Teaching and Learning strategies	
Well organised and practical, calm under pressure	
Adaptable and flexible approach to work	
Willingness and ability to constantly improve own practice/knowledge in relation to SEN including medical and personal care needs, through self-evaluation and learning from others.	
Ability to diffuse conflict	
Able to form and maintain a range of Teaching and Learning strategies	

Able to form, relate and maintain appropriate professional relationships and boundaries with children and parents	
Additional Factors	
Commitment to promoting and safeguarding the welfare of children	Ability to monitor and evaluate pupil performance
Have a caring and positive nature	
Prompt and reliable approach to work	
Work in line with the school's behaviour policy	
Willingness to attend and participate in meetings to review pupil progress	
Prepared to undergo training appropriate to the post	