

Job Description

Establishment: Glenbrook Primary School
Post Title: Senior Teaching Assistant
Grade/Pay Range: NJC 12 - 19
Hours/weeks: Full time 37 hours per week term time only
Department/Team: Support

Overall Purpose of Post:

- To work with children as part of a team under the overall direction of the Head of School and Executive Head
- To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses;
- Working independently in accordance within guidelines, to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.
- To develop, plan, deliver and review learning activities for individuals and groups of pupils in accordance with best practice and national guidelines.
- To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.
- To carry out specified duties with individuals, groups or classes under the direction of a qualified teacher

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

KEY DUTIES

- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.
- Support pupils by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.

- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Provide literacy and numeracy support to individuals and groups to enable them to access the wider curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Hold responsibility for a specialist area within school for which you will lead, keep abreast of developments and provide whole school staff training etc.

SPECIFIED WORK

- Post holder must also carry out specified work in order to assist or support the work of a qualified teacher in a school. This is an on going and regular requirement of the post and is an integral element of the role at this level. Specified work includes:
- Planning and preparing lessons and courses for pupils;
- Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
- Assessing the development, progress and attainment of pupils;
- Reporting on the development, progress and attainment of pupils.

SUPPORT FOR THE PUPIL

- Support learning activities for all pupils, being aware of stages of development, individual needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential. The learning activities may be for individual pupils, groups of pupils, or the whole class and may be delivered in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom.
- Give care and support for pupils by providing a safe and secure environment, responding to accidents, emergencies and following procedures where appropriate.
- Contribute to the safeguarding of all pupils by having an awareness of signs of abuse, an understanding of relevant procedure and protocol and ensuring any concerns are addressed in a calm and sensitive manner.
- Establish and maintain positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to, encouraging questions and ideas
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Contribute to the personal and intimate care of pupils.
- Support pupils with behaviour, emotional and social development needs and report any issues to the appropriate senior member of staff)
- Provide support to pupils with sensory and/or physical needs to enable them to maximise learning
- Provide support to pupils where English is not their first language
- Support learning activities for gifted and talented pupils
- Support pupils in a specialist area e.g. ICT, Literacy, Numeracy.

SUPPORT FOR THE TEACHER

- To assist with writing and monitoring pupil plans reviewing and implementing interventions enabling pupils to understand and meet their targets.
- Support with the delivery of learning activities in the absence of the teacher, e.g. when providing cover supervision or working with pupils outside of the classroom.
- Contribute to maintaining accurate pupil records, following relevant procedure and

ensuring confidentiality at all times.

- Working alongside the class teacher, ensure the learning environment, learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Develop positive relationships with families, taking a partnership approach so that support is provided both at the school and at home and sharing information where appropriate.
- Escort and supervise pupils on educational visits and out of school activities.

SUPPORT FOR THE CURRICULUM

- Prepare and effectively use ICT within the classroom environment to support and promote pupils learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

SUPPORT FOR THE SCHOOL

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities. Take responsibility for recruitment and selection of (give details)

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of safeguarding training.

Name of Postholder:

Signature:

Date:

Person Specification

Essential	Desirable	Evidenced by A,I,T
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
NVQ Level 3 Teaching Assistant or equivalent or equivalent	✓	
Previous experience in an educational environment	✓	
Experience in contribution to raising standards by promoting independent learning	✓	
Direct experience of raising pupil attainment through personal intervention	✓	
Experience of planning and delivering learning activities for group and individual need.	✓	
Relevant experience of building positive relationships with all stakeholders.	✓	
Knowledge and skills		
Knowledge and understanding of the statutory framework in subject areas and phases supported.	✓	
Knowledge of National Curriculum and how this is applied to planning, preparation and delivery of learning activities.	✓	
Knowledge of stages of child development and individual needs.	✓	
Knowledge of appropriate behaviour management practices	✓	
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Ability to contribute to the management of pupil behaviour	✓	
Ability to establish positive relationships with pupils, families and colleagues	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Be willing to undertake training and development, as necessary,	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to inclusive education	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	