**JOB SPECIFICATION**

Job Title: **SENIOR TEACHING ASSISTANT**

**JOB DESCRIPTION**

**Purpose and summary of job**

The Senior Teaching Assistant (STA) is responsible for ensuring that the learning support provided is of a high standard. You will also be able to make a significant contribution to developing and delivering the school and college curriculum. The role will involve carrying out many of the tasks undertaken by a Teaching Assistant (TA) and acting as a good role model in doing so. Additional responsibilities center upon working alongside your class/college teams to provide support, coaching and mentoring.

It is an expectation that the STA will develop and deliver in one or more areas of the curriculum relating to their skills and interests.

An STA will be expected to lead a class group for a period of time in the absence of a Teacher, with assistance from the class teams and support from senior teaching staff. Excellent interpersonal skills and a high degree of professionalism are essential to the effectiveness of this role.

**Main Duties and Responsibilities:**

Support for the student

1. To monitor and promote the highest quality of relationships between the class/college teams and students.
2. To provide meaningful and enjoyable curriculum experiences for the students
3. To provide care and support for the individual students and groups in formal, informal and new learning situations. This includes responding to health problems and helping the student with hygiene and personal/intimate care matters consistent with Personal, Social and Health Education programmes.
4. To ensure that students are supported, as appropriate for their specific difficulties, to enable them to participate in learning activities.
5. To support the class/college teams when helping students develop their literacy and numeracy skills.

Support for the teacher(s)

1. To work alongside the class/college teams at various times to maintain an awareness of the quality of teaching and learning provided, ensuring that it is carried out under the direction and guidance of Teachers and that any areas for improvement are addressed.
2. To provide effective support for colleagues by maintaining positive working relationships. This includes monitoring and promoting the quality of relationships between the class/college teams and Teachers.
3. To assist the teacher in organising the learning environment, preparing resources and delivering learning activities.
4. To support the delivery of the curriculum by taking responsibility for working with groups or individuals, in a range of subjects and situations, under the direction and guidance of the teacher.
5. To observe student performance, contribute to ensuring that assessment takes place and that evidence is captured and demonstrated in the students’ “Learning Journeys” as required, ensuring that confidentiality is maintained.
6. To contribute to the planning and evaluation of programmes and activities, and where applicable the setting of the students IEP targets in the area of curriculum that you will lead.
7. To champion the use of the students AAC “Talk Pad “ devices, developing grids to support their communication and learning and to support the use of information and communication technology in the classroom.
8. To be up to date with school systems and have good awareness and knowledge of the Education Handbook

Support for the school

1. To attend work reliably and punctually.
2. To contribute to the management of attendance of the class/college teams, actively supporting them to achieve any attendance targets set
3. To raise policy awareness amongst the class/college teams, ensuring that they implement correct procedures and keep up to date with changes especially regarding curriculum developments within the school/college.
4. To actively promote positive behaviour. This will involve regular monitoring, providing guidance and coaching to develop the class/college team’s awareness and understanding of behaviours and to ensure that they manage behaviours that challenge in accordance with current programmes and Cambian/Caretech Group policies. This includes the appropriate use of physical interventions.
5. To develop your own practice through the supervision and appraisal process, ensuring your training needs are identified and addressed.
6. To monitor and develop the knowledge and skills of the class/college teams, giving feedback, helping individuals to identify training needs and generally contributing to the supervisory process which is undertaken by teachers.
7. To deliver training in respect of learning support and/or the nature of difficulties experienced by the student group and, to provide coaching and mentoring to ensure high standards of practice.
8. To use all communication channels effectively and attend meetings to support the smooth running of the education team. This includes doing everything possible to ensure that the class/college teams are fully informed of all educational developments.
9. To develop and maintain working relationships with other professionals and parents by attending reviews, establishing phone contact where applicable and contributing to IEP feedback and the students Learning Journeys and reports.
10. To ensure that people with whom you have contact with have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cambian/ Caretech Group policies.
11. To assist in the recruitment, selection and induction of the class/college teams in accordance with Cambian/Caretech Group policy.
12. To cover for an absent teacher for a period of time, as requested, undertaking all essential tasks associated with that role, within the following parameters:

* That the STA will cover for the absent teacher in all lessons with all classes
* That the senior education team members ensure curriculum-related work/resources/videos suitable for use by STAs are available for the purpose of cover, in the appropriate subject bases.

1. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

**Health and Safety**

To contribute to the maintenance of a safe and secure learning environment. This includes taking the appropriate action in the event of an emergency.

A duty exists (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

Everything possible must be done to protect students and others from abuse of a physical, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**The contribution of this role:**

1. By effectively carrying out this role, you will be contributing to a high-quality learning environment which will help to maximise the students’ enjoyment and achievement in Line with the curriculum aims

* **Increasing Independence**
* **Communication**
* **Self-Regulation**
* **Resilience**
* **Discovery**

1. The STA will make a significant contribution to the student’s positive experience of the curriculum. The education we provide will be further enhanced if you keep abreast of current developments in best practice and use them to address the students’ needs in both educational and social contexts. This will make an important contribution to achieving the Cambian/Caretech Groups goals

**PERSON SPECIFICATION**

**For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.**

**Knowledge**

1. Knowledge of general health, safety and welfare
2. Knowledge of the ways in which special educational needs can affect the nature of learning support
3. General knowledge of child development/education
4. Knowledge of assessing the performance of others
5. An awareness of actions or situations that might be considered as ‘discrimination’ and an understanding of how these can be prevented

**Skills and Abilities**

1. Ability to attend work punctually and reliably
2. Ability to use their own knowledge and skills to further develop the school’s curriculum.
3. Ability to supervise and support students in classrooms and off site and be able to use appropriate physical interventions effectively
4. Ability to effectively plan learning activities, including use of class/college teams and to teach individuals and groups of students
5. Ability to demonstrate good organisational skills
6. Ability to build and maintain good relationships with students in order to motivate and encourage colleagues and students appropriately
7. Ability to establish and maintain positive relationships with work colleagues and external contacts
8. Ability to assess the performance of the class/college team accurately and provide constructive feedback
9. Ability to work flexibly in relation to tasks undertaken and groups/students allocated, using own initiatives as appropriate
10. Ability to demonstrate good communication skills including ability to clarify and explain instructions clearly
11. Ability to demonstrate good literacy and numeracy skills to equivalent of at least GCSE (A-C 5-9) standard
12. Ability and willingness to attend required training and to apply knowledge and skills in a practical learning setting
13. Ability to help identify training needs of the class/college teams and contribute to plans designed to develop their knowledge and skills
14. Ability to deliver training related to the role and on-the-job coaching
15. Ability to produce legible, accurate and prompt written reports/records

**Qualifications**

1. No criminal record including convictions, cautions, bindings over or warnings which may be relevant to the safety and welfare of students or staff
2. Teaching Assistant NVQ Level 3 (this can be completed in role for a suitable candidate)
3. Additional qualification relating to learning support demonstrating further professional development
4. Clean, current driving licence (where minibus driving required)

**Experience**

1. Experience of working effectively as part of a team
2. Experience in working with young people with special needs and or in supporting young people to realise their developmental goals
3. Experience of relating positively to children/young people

Jobholder ……………………………………… Signed ………………………... Date …………………...

Manager ……………………………………… Signed ………………………... Date …………………...