



Job Description

NAME OF POSTHOLDER:	Senior Teaching Assistant
JOB PURPOSE:	To work under the guidance of teaching/senior staff within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom (predominately on improving student literacy).
RESPONSIBLE TO:	The Headteacher via the SLT Line Manager and the Access and Inclusion Manager.
Objectives and principal responsibility areas:	
- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/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. - STAs may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. - STAs may also plan, deliver and assess learning with small groups of students. - To read and understand your role as outlined in the Child Protection Policy and other safeguarding policies including those relating to Prevent.	
Key Tasks:	
SUPPORT FOR STUDENTS - Use specialist (curricular/learning) skills/training/experience to support students - Assist with the development and implementation of Personal Plans - Establish productive working relationships with students, acting as a role model and setting high expectations - Promote the inclusion and acceptance of all students within the classroom - Support students consistently whilst recognising and responding to their individual needs - Encourage students to interact and work co-operatively with others and engage all students in activities - Promote independence and employ strategies to recognise and reward achievement of self-reliance - Provide feedback to students in relation to progress and achievement SUPPORT FOR THE TEACHER - Work with the teacher to establish an appropriate learning environment - Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate - Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives - 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 - Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested - Undertake marking of students' work and accurately record achievement/progress - Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour - 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 - Administer and assess routine tests and invigilate exams/tests - Provide general clerical/admin. support e.g. administer controlled assessment, produce worksheets for agreed activities etc. SUPPORT FOR THE CURRICULUM - Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs - Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use	

of opportunities provided by other learning activities to support the development of relevant skills

- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

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

Developing the School Ethos:

The Governors of Dowdales would expect the post holder to:

- Fully support the ethos of the school
- Demonstrate consistently high standards of personal and professional conduct by:
 - maintaining high standards of ethics and behaviour, within and outside school
 - treating students and staff with dignity, building relationships rooted in mutual respect
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions
 - have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality
 - have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and 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 does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.

Signatures:

Name of Post Holder (Please Print).....

Signed Postholder Dated

Signed Headteacher Dated