



Senior Teaching Assistant Job Description



Post Title:	Senior Teaching Assistant (STA)
Reporting to:	Special Educational Needs Co-ordinator (SENCO)
Responsible to:	The Headteacher and The Governing Body
Salary:	PCD7 - Grade 7 SCP 12-14 £29,542 - £30,515 (£15.31 - £15.82 per hour) Actual Salary £22,879 - £24,189 Pro Rata
Working Hours:	33.5 Hours per week - Term time only, Monday to Friday, plus Inset.
Purpose:	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. STA's may supervise groups, delivering programmes under the direction of the SENCO. The primary focus will be to encourage the learning, engagement and confidence of students. This role has a particular emphasis on supporting the development of self-control and emotional awareness. This could include those requiring detailed and specialist knowledge in particular areas especially behaviour management and will involve assisting the Teacher/SENCO in the whole planning cycle and the management/preparation of resources.
Main Core Duties/ Responsibility for:	Support for Students • Use specialist (curricular/learning) skills/training/experience to support pupils. • Assist with the development and implementation of Individual Education Plans. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Promote the inclusion and acceptance of all pupils within the classroom. • Support pupils consistently whilst recognising and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. • Promote independence and employ strategies to recognise and reward achievement of self-reliance. 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 pupils' 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/SENCO, contributing to reviews of systems/records as requested. • Undertake marking of pupils' 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 pupils to take responsibility for their own behaviour. • Liaise sensitively and effectively with parents/carers as agreed with the Teacher/SENCO within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.

	• Administer and assess routine tests and act as a Reader/Scribe in exams/tests. • Provide general clerical/administration support e.g. administer coursework, produce worksheets for agreed activities under the direction of the SENCO and Assistant SENCO. • Support student medical needs following appropriate training. Support for the Curriculum: • Implement agreed learning activities/teaching programmes and adjust activities according to pupil responses and needs. • Implement local and national learning strategies e.g. in Literacy and Numeracy. • Effectively use opportunities to support the development of relevant Key Skills. • Help and support pupil's access learning activities. • Determine the need for and prepare and maintain equipment and resources.
Responsibilities:	As with all staff, you will be expected to: • 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 equal opportunities for all. • To attend and participate in relevant meetings as required. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Participate in training and other learning activities and professional development as required. • Carry out any reasonable task as requested.