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**Job Description: Senior Teaching Assistant**

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| School | Elms School |
| Grade | Kent Range 5 |
| Responsible to | Line Manager |

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

**Key duties and responsibilities:**

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

**Teaching Assistants in this role may also undertake some or all of the following:**

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Provide short term cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
5. Invigilate exams and tests.
6. Escort and supervise pupils on educational and out of school activities.
7. Guide and support pupils in their personal, emotional and social development.
8. Prepare and present displays.
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
11. Work with pupils not working to the normal timetable.
12. Attend to personal care needs to ensure pupil’s wellbeing and health and safety.
13. Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
14. Attend to pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
15. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils’ wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

*This job description is provided to assist the job holder to know what his/her main duties are.*

*It may be amended from time to time without change to the level of responsibility appropriate*

*to the grade of post.*

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 3 Teaching Assistant Diploma (or equivalent)  GCSE English and Mathematics Level 4/C Grade and above (or equivalent)  Knowledge and skills supporting teaching and learning of students with SEMH and ASC |
| **EXPERIENCE** | Successful relevant experience of working with children. |
| **SKILLS AND ABILITIES** | * Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. * Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use. * Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. * Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. |
| **KNOWLEDGE** | Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. |