

## Job Description – Veritas Senior Teaching Assistant

**Salary scale:** Veritas Range 7

The education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the vision statement and values for both the school and Veritas Multi Academy Trust.

### *Status of the post*

This is a support post within the school's staffing structure. The postholder is accountable to the Headteacher and responsible for upholding the vision and values of the school and trust.

### *Main purpose of the post*

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes under the direction of the Phase/Team Leader and the Senior Management Team. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

### *Professional Responsibilities*

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

#### **Key duties and responsibilities:**

(in addition to those of a Teaching Assistant VR4)

1. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
2. Deliver teaching and learning activities to individuals, small groups and/or classes under the overall direction and supervision of a teacher
3. Assess, record and report on development, progress and attainment
4. Liaise with staff and other relevant professionals and provide information about pupils as appropriate
5. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
6. Direct and undertake support for pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Attend Pupil Progress meetings to support development of individualised provision
8. Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
9. Veritas STAs are expected to plan and provide specialist support to pupils with at least one of the following:
  - a. learning, behavioural, communication, social, sensory or physical difficulties
  - b. where English is not their first language
  - c. gifted and talented pupils
  - d. in a particular learning area (e.g. ICT, English, Maths or a different National Curriculum subject)
10. Undertake any tasks as deemed appropriate by the Headteacher

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

1. Supervise or manage the work and development of other classroom support staff
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources
3. Support the leadership of a subject area or lead on a specific element of training or development
4. Be responsible for planning and organising of work for, and the direction of pupils who are not working to the normal timetable

**As a member of the Veritas Multi Academy Trust, it is an expectation that you conduct yourself with the highest standards of professionalism with our children, school community and outside agencies.**

**Footnote:** 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.

- *Each member of staff is responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.*
- *All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know.*
- *Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.*
- *All staff have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely within the Health & Safety Policy.*
- *All staff have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.*

**This document will be reviewed annually in the Autumn Term when performance targets are set but a review may be requested, at any time, by the employee.**

#### ***Budget Accountability***

Not responsible.

#### ***To Whom Responsible:***

Headteacher and Team Leaders.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

*Signed: ..... Date: .....*

*Signed: ..... Headteacher*

*Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.*

## Veritas Multi-Academy Trust

### Person Specification

#### Early Years Senior Teaching Assistant

The successful applicant will offer a range of qualities that should include:

- be personable and form strong relationships with colleagues and pupils
- be a team player – willing to go above and beyond to contribute to the extended life of the early years unit and the wider school.
- be positive in your outlook and be determined to help children to succeed
- take direction while showing the initiative to adapt learning to give pupils a rich learning experience
- have a high level of spelling, punctuation, grammar and mathematics to support pupils across the primary age range (*holding GCSE C grade in English and Maths or equivalent grade. Evidence of this will be required prior to the offer of employment*)
- have demonstrable experience in supporting children with SEND, being patient, calm and nurturing with children who may not find their learning or behaviour easy
- actively engage in research, deepening your understanding of how children learn and how you can support them in their progress
- provide evidence on ongoing professional development – ideally with a focus on the Early Years Foundation Stage
- have a strong understanding of phonics and how to support children in learning to read
- Be committed to our Trust mission statement of “Irresistible learning for all”.