



Whitehill Primary School

Job Description: Senior Specialist Teaching Assistant

School Name:	Whitehill Primary School
Job Title:	Senior Specialist Teaching Assistant
Reports To:	Deputy Headteacher (DHT) for Inclusion
Role Summary: Work under the instruction/guidance of the DHT to provide support to individual pupils who have high levels of SEN and require specialist support to enable them to access the curriculum. Support the work of class teachers by assisting them in delivering high quality programmes of support to ensure pupils with high levels of SEN are included as fully as possible in their class. Provide advice and guidance in specialist areas to Teachers/Teaching assistants to enable them to have a better understanding of SEN and enable them to plan accordingly.	
Key Tasks and Activities: <ul style="list-style-type: none">• Work closely with the DHT in relation to assessing the needs of pupils with high levels of SEN• Work closely with the DHT in relation to developing programmes of support for individual pupils with high levels of SEN, in particular ASD• Work closely with the DHT to evaluate the efficacy of individual learning programmes in relation to pupil progress and inclusion• Participate in review meetings with parents/carers/teachers and other stakeholders as required• Establish constructive and positive relationships with pupils and interact with them according to individual needs to promote independence, confidence and self-esteem• Promote the inclusion and acceptance of all pupils.• Set challenging and demanding expectations• Provide feedback to pupils, appropriate to their needs in relation to ongoing progress and achievement.• Create and maintain a purposeful, orderly and supportive learning environments including relevant display• To work with class teachers to support their planning of the inclusion of pupils with high levels of SEN in the mainstream class as appropriate• Monitor pupil's responses to learning activities and accurately record achievement/progress as directed	

- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and positive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupil's work
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist pupils in their use
- 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 pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training in specialist areas and other learning activities and performance development as required
- Support the DHT in developing the skills and experience of the teaching assistant team
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

General Information

<p>Equality of Opportunity</p>	<ul style="list-style-type: none"> • To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors
<p>Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence • To be aware of the school's responsibilities under the GDPR and Data Protection Act 2018 or the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
<p>To contribute as an effective and collaborative member of the School team</p>	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the SEN strategic plan. • Attend regular meetings as required and make a positive contribution during meetings.

<p style="text-align: center;">Child Protection</p>	<ul style="list-style-type: none"> • Being aware of, and complying with, policies and procedures relating to child protection reporting all concerns to an appropriate person.
<p>Key Skills and Competencies</p> <p>Essential:</p> <ul style="list-style-type: none"> • NVQ or equivalent • Very good numeracy/literacy skills • Excellent communication skills, both oral and written • Experience of working with children of primary school age with high levels of SEN within the areas of Communication and Interaction or Social Emotional and Mental Health • Evidence of CPD in the areas of Communication and Interaction or Social, Emotional and Mental Health • Understanding of child development and learning • Work constructively as part of a team, and independently where required, understanding roles and responsibilities and your own position within these • Ability to use initiative to problem solve • Effective use of ICT <p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of relevant polices/codes of practice and awareness of relevant legislation 	