**JOB DESCRIPTION**

**POSITION: SPECIALIST TEACHING ASSISTANT**

**Reports to:** Head of Student Support

The responsibilities of the Specialist Teaching Assistant of Learning Support will include the following:

* To use professional judgement and expertise to identify learning needs as they arise.
* To prepare and deliver high quality support lessons for individuals and small groups of students with particular emphasis on Maths and Numeracy for KS3, 4 and possibly KS5.
* To set targets and expected outcomes for the student’s learning and structure their teaching to enable them to succeed.
* To observe and support in class as required and feedback to the Head of Student Support.
* To be familiar with assistive technology available to students with SEND to aid learning.
* Produce and regularly update appropriate learning resources to effectively deliver a structured programme.
* To keep records on each student and write student reports to parents.
* To attend and support regular inset, be aware of changes to legislation specific to the role.
* Continue to improve and share good practice with the Student Support Department by attending CPD.
* To attend staff/parent meetings.
* To stay abreast of the latest educational research and teaching and to have an in-depth knowledge of Dyslexia, Dyspraxia, Dyscalculia, ASC and other specific learning difficulties.
* To maintain a vibrant and stimulating classroom environment.
* Liaise effectively with teaching staff, parents and other appropriate members of the School.
* Assist the Head of Student Support with day to day departmental administration as appropriate such as timetabling.
* Monitor individual student progress and manage student data effectively.
* Monitor SEND students in Years 7 and 8 through termly meetings and keep an overview of class progress.
* To liaise with other teaching colleagues as is appropriate regarding student progress, strategies for support in class and learning needs.
* Deliver Maths revision/study skills classes for SEND students.
* To contribute to the writing of student profiles.
* To assist with implementation of equipment for examinations.
* To be a tutor/co-tutor if required.
* Carry out school visits if required.
* To attend fortnightly departmental meetings.
* To monitor and support the mental health needs of students.
* You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.
* Work within the framework of the School ethos, adhering to the Code of Conduct for staff at all times.
* To promote actively the School’s corporate policies.
* Maintain high standards of professional behaviour and presentation.
* Carry out duties which the Head of Student Support may reasonably assign.
* Carry out duties from time to time which the Head may reasonably assign.

**Person Specification**

A background of working in education is desirable although not essential.

**Qualification Criteria**

* GCSE Maths and English or equivalent is essential.
* Level 5 SpLD or equivalent is essential.

**Personal Skills**

* Ability to support mathematics learning up to key stage 4 is essential.
* Good verbal and written communication skills are essential.
* Experience of using technology to support learning is desirable although not essential.
* Good organisational skills

**Personal Qualities**

* Commitment to the ethos of the School.
* Enthusiasm.
* Calm and approachable nature.
* Professionalism, integrity, ability to maintain confidentiality and discretion.