

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH008	Grade F
Job Title :	Senior Teaching Assistant	
Main Job Purpose :	To support Teachers and the Special Educational Needs Co-ordinator in the development and implementation of programmes of pupil work and support (individual and group) and in the provision of a stable, caring and supportive learning environment; to enable pupils to achieve their full learning potential and facilitate their personal, academic, social and moral development.	

Main Duties	
1.	Contributing to the planning of learning for groups and/or individual pupils, e.g. <ul style="list-style-type: none">- contribute to the implementation of the National and/or Foundation Curriculum and specific individual pupil targets and/or group targets- assist in the development, monitoring and evaluation of programmes of work/learning activities- assist in the development of Individual Education Plans for pupils with special educational needs, e.g. in Life Skills, Speech and Language- undertake a key worker role when required
2.	Supporting teaching and learning processes, e.g. <ul style="list-style-type: none">- supporting and directing literacy and numeracy tasks, clarifying and explaining instructions- supporting the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning- motivate and encourage pupils to concentrate on and fulfil the tasks set- support differentiation and access to curriculum for pupils of varying abilities- one to one mentoring

Main Duties	
3.	<p>Contribute to the assessment of pupils' learning, e.g.</p> <ul style="list-style-type: none"> - with particular regard to Literacy, Numeracy, Science and ICT skills - the development and monitoring of systems for review and recording of pupils' progress, both academic and social - maintain records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review - observe and comment upon pupil performance, conduct, behaviour and interaction with peer group and parents - assist in the supervision of Standard Assessment Tests and other tests/assessments as directed
4.	<p>Supervise individual pupils and groups of pupils, e.g.</p> <ul style="list-style-type: none"> - this may include whole classes for short periods in the absence of the teacher - escorting pupils to school or parental transport, home or to hospital as necessary and/or support in the integration/re-integration of the pupil - in playgrounds, cloakrooms, showers and toilet facilities
5.	<p>Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. (This may need to be under the direction of Health Service professionals) e.g.</p> <ul style="list-style-type: none"> - providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication - undertaking activities in support of occupational, physio and speech therapy
6.	<p>Support the management of pupil behaviour, including promotion of inclusion of pupils with special needs e.g.:</p> <ul style="list-style-type: none"> - promote and reinforce pupils' self esteem, appropriate levels of effort and behaviour and guide pupils to become independent learners - to work with pupil groups, using a range of strategies to gain acceptance and inclusion of pupils with special educational needs

Main Duties	
7.	<p>Support the development and maintenance of resources, an effective physical learning environment, and records, e.g.:</p> <ul style="list-style-type: none"> - upkeep data files, catalogue resources, maintain inventories, photocopy, record TV programmes and use IT systems for administration and education purposes - preparation, organization and maintenance of classrooms and their equipment, including assistance with and creation of displays, making basic visual aids, art and craft materials, mounting and displaying pupils work - maintaining laptops and printing up students work - (in secondary schools) arranging college visits with students; arranging and monitoring SEN work experience; assisting with transition from Yr 6 to Yr 7 - produce information sheets for teaching staff on individual students with very special needs e.g. Aspergers, Brittle Bones
8.	<p>Provide related organizational/administrative support, e.g.</p> <ul style="list-style-type: none"> - monitor and support pupils/students/volunteers placed within the school on work experience programmes - assist teachers in timetabling of lessons and curriculum - assist in preparing for educational visits - contribute to the process of school review - to liaise with parents and where applicable professional agencies in support of pupil's needs

Supervision and Management
<p>The job does not involve formal supervision of other staff. However, the jobholder may be required to support the induction and further training of Teaching Assistants.</p>

Creativity and Innovation (i.e. Problem Solving)
<p>The jobholder works within prescribed school guidelines and under the direction of the Teacher. There is a need to regularly use a range of strategies to engage individuals and groups of pupils, often with differing requirements, in the experience of learning and in their personal, social, health and moral education.</p>

Key Contacts And Relationships

The job is very pupil focused and the jobholder has to communicate effectively with pupils of varying ability levels. This involves explaining, coaching, motivating and some formal teaching, under the direction of the Teacher. Other key contacts include all school staff, parents/carers and other Agency staff e.g. Health professionals.

Decision Making

The jobholder operates within agreed school policies, guidelines and rules. The job involves making decisions on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These may need to be made immediately to deal with routine problems. More complex or controversial decisions will be referred to a Teacher.

Resources

The jobholder uses resources e.g. books, stationery, writing equipment, ICT and AVA equipment, but does not have sole personal accountability for their proper use and safe keeping.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained positions, eg when dealing with pupils. There may occasionally be the need to deal with unpleasant aspects associated with giving personal care to pupils.

Knowledge and Skills

The role demands that the jobholder has the ability to undertake a range of involved tasks relating to learning support and work at NVQ level 3 standard within the national standards for Teaching Assistants. Good skills in engaging challenging pupils are required.