
Sandringham School

Job Description



Name:
Job Title: Senior Teaching Assistant (Student Co-ordinator)
Accountable to: Headteacher through Director of Learning: Learning Support
Accountable for: Supporting students through teaching and learning
Hours: 29 hours (Term time only)
Salary: H3
Start Date:

Background

The core work of the Senior Teaching Assistant will be driven by the Director of Learning: Learning Support

Core Responsibilities

- Support the Special Educational Needs Co-ordinator (Senco) with the planning and implementation of support and intervention programmes
 - Support the Senco with working with the SEND external agencies
 - Support the Senco with daily co-ordination and support of specific SEN students
 - Communicate the changing needs of SEND students to the LS team
 - Support the Senco with the general sharing of SEND information
 - Support the Senco with preparation of information for SEND reviews and meetings
 - Support the Senco with target setting and provision mapping for individual students
 - Attend morning briefing as well as being available for student based work during morning registration
 - Assist during times of additional need such as exams; school trips; ELDs; PTCs and LRDs
 - Leadership within the LS team in communicating SEND student's needs to relevant stake-holders
 - Support other TAs where appropriate
 - Carry out the duties of a Teaching Assistant
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Key Tasks

- To support and integrate Special Educational Need and Disabilities (SEND) students within Sandringham School, so they thrive and make progress in line with their non-SEND peers
- To work within the Learning Support (LS) team delivering intervention and support programmes which have been drawn up to support individual as well as groups of SEND students
- (where possible) To support **all** students' learning particularly in the areas of numeracy and literacy

Duties:

1. To carry out programmes of observation, assessment and educational support as planned by the appropriate professionals, and to provide progress, developmental and other reports. Drawing on knowledge of various forms of special needs, to develop an understanding of the SEND of the students concerned.
2. Taking into account the SEND of the student and facilitating progress in all areas of development, as effectively as possible both in group situations or individually by:
 - a) clarifying, explaining and providing effective feedback
 - b) ensuring pupil is able to use relevant equipment and materials
 - c) motivating and encouraging student in holistic way
 - d) building confidence and skills in areas like literacy, numeracy, language, behaviour, concentration, handwriting/presentation
 - e) meeting physical needs as required whilst encouraging independence
 - f) working with teaching staff to devise complementary learning activities
3. To establish a supportive relationship with the **all** students.

4. To encourage acceptance and inclusion of SEND students.
5. To develop methods of promoting and reinforcing the SEND student's self-esteem.
6. To assist teaching staff and other relevant professionals, in the development of a suitable programme of support for SEND students.
7. To record, monitor and feedback SEND student's progress.
8. To participate in the evaluation of the support programmes and interventions
9. Where appropriate, to develop a relationship to foster links between home and school.
10. To liaise with others and work as part of a team to realise the best outcomes possible for SEND students.
11. To contribute to reviews of SEND student's progress, including formal reviews of Statements/EHCP.
12. To attend relevant in-service training.
13. To work in line with school procedures and protocols.
14. To undertake other tasks which fall within the remit of the post as directed by Headteacher through the Senco.

Person Specification

- Excellent communication and interpersonal skills
- A sound working knowledge of SEND issues
- Positive experience of working with young people; parents and professionals
- A desire & ability to work positively as part of a team
- An ability to motivate & inspire young people
- Ability to liaise effectively with other stakeholders at different levels
- Good organisational and IT skills

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.