SENIOR TEACHING ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

The Senior Teaching Assistant role is to support the learning of students to ensure their achievements are outstanding and deliver lessons prepared by teachers.

DUTIES

Duties may be modified by the Executive Principal, in consultation with the STA, to reflect or anticipate changes in the job, commensurate with the salary and job title on an annual basis. Please also refer to the Job Description for Teaching Assistants.

TEACHING AND LEARNING

* To support students as specified in the job description for Teaching Assistants.
* To deliver work prepared by a teacher to classes of students in the event of staff absence.
* To work with groups of students or individuals under the direction of the teacher to ensure they make outstanding progress.
* To adapt work for students to meet their needs under the guidance of a teacher.
* To develop own practice through training and collaboration, using new technologies when appropriate to improve learning.

FEDERATION

* To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
* Support the vision and ethos of the Federation.
* Uphold routines for learning and uniform.
* Contribute to monitoring and evaluating the success of the Federation.
* To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
* Contribute to the range of extra-curricular opportunities on offer to students.
* Any other reasonable duties as requested by the Executive Principal.

This role is undertaken in conjunction with the role of Teaching Assistant therefore please also refer to this job description.

SAFEGUARDING, HEALTH AND SAFETY

All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Federation policy and current legislation.

*This job description sets out the main duties associated with the stated purpose of the post.  It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.*

SENIOR TEACHING ASSISTANT PERSON SPECIFICATION

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|  | Required | Desirable | Evidence |
| QUALIFICATIONS | A basic level of education with at least 5 good GCSEs including English and Mathematics. | A degree or equivalent professional qualification.  Recent completion of a level 3 or higher qualification.  Evidence of an interest in continued training. | Letter of application and interview including evidence of examination results. |
| EXPERIENCE | A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.  A good understanding of the role of monitoring. | Successful experience in a school or college.  of supporting students or delivering whole class teaching.  Clear practical strategies for supporting students.  Experience of monitoring and evaluating learning. | Interviews  References  Portfolio of work  Letter of application |
| FEDERATION REVIEW |  | Has evidence of monitoring and intervening with students to improve their performance. | Letter of application and interview. |
| LIASION | An ability to work with students.  Good listening skills, the ability to communicate effectively and to work as part of a team. | Has established excellent relationships with a range of stakeholders including teachers, students and parents. | References  Interviews  Letter of application |
| STAFF DEVELOPMENT | An understanding of the importance of training.  A proven desire to improve, with recent  evidence of certified professional development. | c | References  Interviews  Letter of application |