Senior Teaching Assistant
Job Description

Job purpose:

The primary purposes of the role are to:

- Support students to access the curriculum.
- Support students during social times.
- Support teachers in the classroom and in lesson preparation.
- Act as a key person / mentor for students.
- Ensure students' additional needs are met.

Reporting line:

Teaching Assistants ultimately report to the Headteacher. The Headteacher may delegate the line of reporting to another senior member of staff. Where a Teaching Assistant is primarily assigned to a particular class, they will report in the first instance to the Class Teacher.

Duties and responsibilities may include:

1. Responsibilities relating to the student

1.1. Under the direction of a teacher, help students to access all aspects of the curriculum. This includes, for example: implementing appropriate academic interventions; supporting a personalised curriculum which reflects students' abilities and interests; using technology and developing students' competence in using technology; helping students to develop confidence and independence.

1.2. Have a good working knowledge of students' EHCPs and Ambition Pathways, helping to ensure that their needs are met in school and that the required provision and interventions are implemented consistently and effectively in school.

1.3. Work in co-production with school staff, other professionals, families and students to develop and maintain a good understanding of students' needs and appropriate strategies to assist them. Liaise regularly with all parties in order to contribute to, and learn from, discussions relating to students' progress and their changing needs.

1.4. Develop a trustworthy relationship with students, act as a mentor and advocate for them as appropriate. Promote and contribute to a positive environment in which students feel secure and listened to.

1.5. Recognise and acknowledge when a student may be masking their difficulties and make appropriate adjustments to reduce the impact this will have on their wellbeing, including supporting their preferred method of communicating their needs, wishes and feelings, in consultation with therapists.

Lokrum Fields, Copyholt Lane, Stoke Pound, Bromsgrove, B60 3AY www.widerambition.org lokrumfields@widerambition.org

Part of Wider Ambition Ltd, 11-16 Chestnut Court, Jill Lane, Sambourne, B96 6EW, registered in England & Wales as company number 1761642

1.6. Pro-actively consider timetabled activities, planned and unplanned changes and other potential situations in the light of students' needs and how they are likely to be affected. Plan carefully in advance where possible, and act in the moment, where necessary, to provide students with appropriate support and preparation to minimise any stress, anxiety, or interruptions to their learning

1.7. Implement appropriate academic and therapeutic strategies effectively and consistently, including preparing or modifying work and activities, under the direction of a teacher or therapist.

1.8. Enable students to implement strategies independently wherever possible and promote an environment and approach which enables students to make progress independently.

1.9. Recognise when a student would benefit from support and respond effectively (appropriately, in a timely manner and with discretion), being mindful of the student's individual needs and preferences.

1.10. Reinforce pupil self-esteem through carefully considered praise and encouragement.

1.11. Use your specialist skills to tailor support to utilise students' strengths and interests wherever possible.

1.12. Supervise students at social times and support social interactions, including modelling socially appropriate interactions and modifying your approach and communication as necessary to enable students to feel at ease. Engage in and facilitate activities which students enjoy and which will support their intellectual, physical, social and emotional development.

1.13. Support students during off-site activities, such as during excursions, during work experience and during enrichment activities such as sport, wider interests and the Duke of Edinburgh's Award Scheme. Encourage their aspirations and personal interests.

1.14. Supervise the activities of individuals or groups to ensure their safety.

1.15. Assist at an appropriate level with the provision of the general care and welfare of the students, which may include, for example, assisting with personal hygiene, food preparation and consumption, administering medication, facilitating a change of clothing etc.

2. Responsibilities relating to teaching and learning

2.1. Help in the preparation and organisation of classroom, curriculum and intervention resources.

Lokrum Fields, Copyholt Lane, Stoke Pound, Bromsgrove, B60 3AY www.widerambition.org lokrumfields@widerambition.org

Part of Wider Ambition Ltd, 11-16 Chestnut Court, Jill Lane, Sambourne, B96 6EW, registered in England & Wales as company number 1761642

2.2. Within competence and under the direction of the teacher, assist in the delivery of educational and developmental programmes.

2.3. Provide teachers and therapists with feedback in relation to your observations of students' difficulties and progress.

2.4. Contribute to the development, implementation and review of Ambition Pathways and EHC Plans.

2.5. Lead individual and small group activities and/or interventions as directed by a teacher.

2.6. Assist as required with assessments, exam administration and preparations, invigilation and other aspects of examination support.

2.7. Liaise with teachers and professionals regarding the most effective way to support students.

3. General responsibilities

3.1. Complete all administrative aspects of your role competently and professionally, using a good standard of written English, recording details accurately and unambiguously, avoiding the creation of paper files where possible, and saving records of communication, correspondence and other notes in a consistent format as directed.

3.2. Engage effectively with training for the purpose of developing and maintaining skills which are relevant to your duties and responsibilities.

3.3. Maintain a good awareness of available resources and use them effectively,

3.4. Attend and contribute to various meetings, for example staff meetings and meetings with students, parents and professionals.

3.5. Undertake any training which the Headteacher or Wider Ambition reasonably requires and be prepared to implement any acquired skills in practice. This may include, for example, being trained in First Aid, Fire Marshal and other Health & Safety responsibilities; administrative responsibilities; responsibilities relating to excursions, such as minibus training; other relevant professional or general skills and being willing to perform these roles when required.

3.6. Encourage and support colleagues in their training, development and duties. Undertake line management responsibilities as required by the Headteacher.

Lokrum Fields, Copyholt Lane, Stoke Pound, Bromsgrove, B60 3AY www.widerambition.org lokrumfields@widerambition.org

Part of Wider Ambition Ltd, 11-16 Chestnut Court, Jill Lane, Sambourne, B96 6EW, registered in England & Wales as company number 1761642

3.7. Maintain personal and professional development to respond to, and be equipped for, changing circumstances and the varied demands of the role.

3.8. Undertake any duties which the Headteacher or Wider Ambition reasonably requires in order to ensure the safe and smooth operation of Lokrum Fields. This may include, for example: leaving the school site to purchase resources with school funds; ad-hoc cleaning after an unforeseen event or in relation to a particular curriculum activity (but not routine school cleaning); caring for a student who is awaiting medical or parental attention etc.

3.9. Maintain confidentiality and have a good awareness of data protection legislation.

3.10. Practice and promote fair and equal treatment of all members of the school community.

3.11. Take effective steps to safeguard the physical and mental wellbeing of students and staff and maintain a good awareness of safeguarding procedures.

3.12. Maintain familiarity with school policies and abide by them consistently.

3.13. Promote the reputation and effectiveness of Lokrum Fields.

Your duties may from time to time be reasonably modified, or added to, by Wider Ambition to meet the needs of Lokrum Fields.

Person specification:

	Essential	**Desirable**
Qualifications and experience	Experience of working in a school. A sound foundational knowledge and understanding of child development and students' and families' needs. Evidence of academic achievement at or above A Level standard, with GCSE passes in Maths and English or appropriate equivalent evidence of academic competence. Willingness to obtain a TA qualification if not already held (unless QTS is already held).	Relevant experience working with children with autism or anxiety or related needs. Relevant qualification with regard to working with children, such as NVQ 3. Relevant qualification with regard to working in a school, such as a TA course. Any other training or qualification relating to autism, anxiety, sensory needs, mental health, communication

		or other special educational needs.
Organisation	Ability to plan and organise. Ability to absorb information quickly and accurately, particularly in relation to a student's profile and needs. Ability to recognise and identify problems. Ability to record and pass on information accurately. Experience of working successfully in co-production with students and families and a good understanding of the need for ongoing parental involvement. Ability to manage a varied role and concurrent responsibilities.	Experience in contributing to annual EHCP reviews or similar. Experience in minuting meetings. Experience in planning educational visits and other activities. Experience in relevant areas of responsibility.
Special skills and interests	Ability to encourage and enable others to develop their full potential.	First aid Any hobby or skill which would support curriculum activities, for example foreign languages, music, sport, cooking, arts and crafts, gardening, photography, computing etc. Any extra interests which may be relevant to young people.
Disposition and attitudes	A passion for enabling students to access all aspects of education and achieve their full potential. Confidence to prioritise the needs and wellbeing of the students and to challenge others as necessary to ensure best practice is maintained.	High levels of self-confidence. An active personal interest in self-development. Experience of varied working methods, strategies, interventions, age groups, specialist interests etc.

Lokrum Fields, Copyholt Lane, Stoke Pound, Bromsgrove, B60 3AY www.widerambition.org lokrumfields@widerambition.org

Part of Wider Ambition Ltd, 11-16 Chestnut Court, Jill Lane, Sambourne, B96 6EW, registered in England & Wales as company number 1761642

	Willingness to support interactions with the school animals and to encourage students in their individual interests. Ability to think and respond flexibly, to be open-minded and to accept change at short notice. A friendly, helpful, patient and caring approach. Able to stay calm under pressure and make measured decisions. Ability to work effectively as part of a team and a willingness to pro-actively assist colleagues. Ability to relate well to and work in genuine co-production with students, families, school staff and other professionals. Ability to be diplomatic and to act with discretion. Excellent punctuality.	Experience of conflict resolution.
Physical attributes and other factors	Physical and mental ability to fulfil the responsibilities of the post, subject to appropriate reasonable adjustments being in place. Willingness to work indoors, outdoors and around animals in all weathers. Willingness and ability to attend appropriate meetings and training. Good personal presentation. Fluent written and verbal use of English.	Evidence of good self-care. Personal enjoyment of a wide range of activities, including outdoor pursuits.

Lokrum Fields, Copyholt Lane, Stoke Pound, Bromsgrove, B60 3AY www.widerambition.org lokrumfields@widerambition.org

Part of Wider Ambition Ltd, 11-16 Chestnut Court, Jill Lane, Sambourne, B96 6EW, registered in England & Wales as company number 1761642