

Netherhall School

An Ambitious, Caring Community



Netherhall School – Job Description

Post: Senior Teaching Assistant (term-time only)

Salary:

Responsible to: SENCO

Purpose: To work under the guidance of teaching/senior staff, direct instruction of the SENCO and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.

Principal Accountabilities

Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement and encourage self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitude and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Netherhall Road, Maryport, Cumbria, CA15 6NT

Tel: 01900 813434 Ext. 0 (Main Reception) | Email: office@netherhall.cumbria.sch.uk

Head Teacher: Mr. David Tromans BA(Hons), PGCE, NPQH, MEd

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- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Use specialist skills, training and experience to assist with the teaching and learning of pupils, recognising and responding to their individual needs.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Advise on appropriate deployment and use of specialist aids, resources and equipment.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

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- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities are required.
- When required, assist in the supervision of pupils, particularly at break periods and at the beginning and end of sessions.
- To undertake any other reasonable duty as requested by the headteacher.

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