

CUMBRIA COUNTY COUNCIL JOB PROFILE

Post Title: Senior Teaching Assistant

Grade: Scale 3 (scale pt 14 to scale pt 17)

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

This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources

STAs may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

Principal Accountabilities

SUPPORT FOR PUPIL

- 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 of 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, attitudes 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
- 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.

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, KS3, early years 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
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

This Job Profile forms part of the Collective Agreement signed between Cumbria County Council, UNISON, GMB, T&GWU on the 30th March 2005

Cumbria County Council
Person Specification

Post Title: Senior Teaching Assistant

	Essential	Desirable
Qualifications/Competencies	Good numeracy/literacy skills Relevant NVQ3 or equivalent qualification	Training in relevant strategies e.g. literacy, particular curriculum or learning area
Experience		Experience working with children of relevant age Experience of working in a classroom setting Experience in working in another Service to young people
Knowledge	Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies Understanding of principals of child development and learning processes	
Skills/Ability	Ability to self-evaluate learning needs and actively seek learning opportunities	Effective use of ICT to support learning Use basic technology – computer, video, photocopier
Personal Skills	Ability to relate well to children and adults Able to work constructively as part of a team Understanding classroom roles and responsibilities and own position within these	
Special Circumstances	Occasional attendance at meetings outside of normal school hours	