



JOB DESCRIPTION – Specialist Teaching Assistant (Supporting and Delivering Learning)

Grade: D **Line Manager: TBC**

Purpose of Job

To work under the guidance of the 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. To occasionally supervise whole classes during the short-term absence of teachers (i.e. cover supervision) and to respond to questions and generally assist pupils in undertaking set activities when fulfilling this supervisory role.

Main Responsibilities

- **To work under guidance to deliver learning by:**
 - ✓ Being actively involved in the whole planning cycle
 - ✓ Implementing work programmes
 - ✓ Undertaking evaluation and record keeping
 - ✓ Undertaking cover supervision
 - ✓ Providing specialist SEN, subject, or other support

Duties

- **Support the teacher by:**
 - ✓ Working with the teacher to establish an appropriate learning environment
 - ✓ Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
 - ✓ Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
 - ✓ Providing objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
 - ✓ Having responsibility for keeping and updating records as agreed with the teacher, contributing to the reviews of systems/records as requested
 - ✓ Undertaking marking of pupils' work and accurately recording achievement/progress
 - ✓ Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
 - ✓ Liaising sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility and participating in feedback sessions / meetings with parents either alongside the teacher or as directed
 - ✓ Administering and assessing routine tests and invigilating exams / tests
 - ✓ Providing general clerical / administrative support e.g. administering course work, producing worksheets for agreed activities etc.

- **Supporting the pupils by:**
 - ✓ Using specialist curricular/learning skills/training/experience
 - ✓ Assisting with the development and implementation of Personal Plans or Programmes
 - ✓ Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning
 - ✓ Promoting the inclusion and acceptance of all pupils within the classroom
 - ✓ Working consistently whilst recognising and responding to individual pupil needs
 - ✓ Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities
 - ✓ Promoting independence and employing strategies to recognise and reward achievement of self-reliance
 - ✓ Providing feedback to pupils in relation to progress and achievement

- **Supporting the curriculum by:**
 - ✓ Implementing agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
 - ✓ Implementing local and national learning strategies e.g. literacy, numeracy, KS3, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
 - ✓ Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
 - ✓ Helping pupils to access learning activities through specialist support
 - ✓ Determining the need for, preparation of, and maintenance of general and specialist equipment and resources

- **Supporting the school by:**
 - ✓ Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
 - ✓ Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
 - ✓ Contributing to the overall ethos/work/aims of the school
 - ✓ Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
 - ✓ Attending and participating in regular meetings
 - ✓ Participating in training and other learning activities as required
 - ✓ Recognising own strengths and areas of expertise and using these to advise and support others
 - ✓ Providing appropriate guidance and general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development
 - ✓ Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
 - ✓ Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General

- Attend to the pupils' general welfare, personal needs and personal hygiene across the full age range of 3-19 years. Following appropriate training, administer regular or emergency medication to pupils, if required, and use appropriate procedures to care for a pupil during and after an epileptic seizure.
- Carry out feeding, physiotherapy, occupational therapy and speech and language therapy programmes, as set by an appropriate therapist. 14-19 groups, accompany pupils to outside work experience.
- Assist with pupils' mobility
- Accompany pupils to hospital in an emergency situation when necessary.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied according to the needs of the school and pupils, which will not change the level of responsibility or general character of the job.

Data protection

It is essential that you are fully aware of your responsibilities under the General Data Protection Regulation 2018 (GDPR). Mill Water School aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. Mill Water School's policy applies to all personal data, regardless of whether it is in paper or electronic format.

Health and safety

Employees are required to work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

Safeguarding

Mill Water is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Mill Water. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).

Date:

Signatures: Manager..... Postholder.....