



Willow Dene School Job Description

TITLE OF POST:	Senior Teaching Assistant
HOURS of WORK:	35 hours per week; 39 weeks per year – term time, plus inset days
GRADE:	Scale 5 points 12 - 15
RESPONSIBLE TO:	Headteacher in all matters.
WORKING TO:	Classroom Teacher

PURPOSE OF THE JOB

To work effectively as the lead member of a team of support staff under the direction of a class teacher. To assist and support the class teacher in all aspects of the education, therapy and care of children with identified learning difficulties (severe/complex learning difficulties; profound and multiple learning difficulties/physical disabilities/complex medical needs or severe/complex autism).

To assist in the planning, preparation, implementation and review of individual education programmes, behaviour management programmes, therapy programmes and learning activities, which have been suitably differentiated to meet individual pupil needs.

To assist in organising the lunch period; to assist, feed and supervise children at lunchtime and breaktimes, and to attend to personal hygiene and general welfare needs as required.

To cover for the class teacher during short term absences and PPA time. (Appropriate staff/pupil ratios will apply).

To work within the context of the Every Child Matters agenda, ensuring that all children are supported to keep safe, stay healthy, achieve and enjoy, make a positive contribution and, where possible, work towards economic well-being.

To carry out all duties within the framework of the school's aims, objectives, ethos, health and safety and equal opportunities policies.

To work in any area of the school as directed by the Headteacher.

MAIN ACTIVITIES

1. To work with and support teaching staff in all aspects of the education and care of children with a wide range of learning difficulties.
2. To work co-operatively with teachers and other staff to provide a positive, stimulating learning environment in which the all-round development of each pupil is fostered, including setting up the classroom and tidying away at the end of each day, preparing equipment, resources and computers, maintaining displays.



3. To assist the class teacher to develop and implement IEPs, plan, organise and effectively deliver a curriculum appropriate to the needs and abilities of the children.
4. To actively participate in the establishment, implementation and monitoring of educational, therapeutic and behaviour programmes which meet individual pupils' needs.
5. To work with groups or individual children in the classroom, in other areas of the school or out in the community on agreed learning activities/educational programmes adapting them flexibly in response to the needs of the pupils, and to lead some class or group activities.
6. To support and deliver agreed learning activities to whole class/groups in the absence of the teacher; assuming responsibility for ensuring the timetable is followed, making decisions about individual children as necessary and directing other staff/volunteers and liaising with health staff.
7. To monitor and assess children, recording and reporting on children's achievement, progress and development against identified learning objectives.
8. To foster the development of communication skills in all children and, where appropriate, use alternative and augmentative systems of communication e.g. signing, symbols, PECs, switches etc.
9. To prepare learning materials and activities and set up classrooms/teaching areas for designated sessions. This will include making books, equipment (e.g. PECs folders) and teaching resources, designing and putting up displays.
10. To effectively use ICT to support learning activities and develop children's competence and independence in its use.
11. To be familiar with the principles of the Every Child Matters agenda and to consider it in carrying out the duties of the post.
12. To take an active role in the teaching and development of personal and social skills (e.g. toileting, washing, dressing, eating, development of good behaviour etc.) and report any concerns about the welfare of pupils in line with the school child protection procedures.
13. To assist children in developing physical skills and in moving around the building, and to participate actively in PE sessions (including swimming and horse riding). To place children in correct equipment/seating for specified activities in line with programmes and professional advice from therapists, teachers and other relevant professionals.
14. To assist, feed and supervise children at lunchtime in the hall and in the playground and to be responsible for the medical needs of individual children (gastro feeds; inhalers; rectal diazepam).
15. To accompany students on educational visits and out of school activities.



16. To establish and maintain positive, productive relationships with children; to set high expectations and promote independence.
17. To effectively contribute to multi-agency working - working alongside other professionals e.g. speech & language therapists, physiotherapist and specialist teachers, contributing to and implementing programmes devised by these staff as necessary.
18. To maintain good relationships and communicate constructively with parents/carers and guardians about their child's education and welfare (including attending parents evening; writing HSCBs; chasing absences.
19. To undertake home visits and placement visits accompanied by teaching staff.
20. To undertake organisational/administrative tasks within the class group e.g. take and accurately maintain registers, order supplies and equipment, classroom displays.
21. To participate in training and induction programmes through attending staff meetings, school-based INSET and relevant training outside the school.
22. To line manage and provide high quality assistance to LSAs, other appropriate support staff, student placements and volunteers, including participating in recruitment, undertaking induction, appraisal, mentoring and training.
23. To be responsible for a designated role or area of work within a department of the school (e.g. maintaining the sensory room).
24. To carry out any other duty as directed by the line manager, HT or deputy head and commensurate with the responsibility level of the post.
25. To carry out all Trust's duties of the post in line with:
 - The equalities policies
 - the school's health and safety policies and procedures
 - the school's teaching and learning, behaviour and discipline policies

This job description is not necessarily comprehensive. It will be reviewed at least once a year and may be modified or amended to meet the developing needs of the school at any time following consultation with the post holder.