

## Job Description



**Brampton**  
Primary School

**Post:** Senior Teaching Assistant

**Responsible to:** Headteacher / Governing Body

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the Teaching Assistants Standards document and within the range of duties set out in that document, alongside the unqualified teaching standards.

### Job Purpose

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- To carry out professional duties and support class teacher responsibility for an assigned class/year group
- To be responsible for the day-to-day work and management under the direction of the class teacher and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.
- To cover classes in the short-term, unplanned absence of a teacher.

### Main Duties & Responsibilities

- Work in partnership with teachers, within the agreed system and timetable of supervision, to deliver learning activities to small groups of children/individuals or cover the class in the short-term, unplanned absence of a teacher
- Assess and evaluate pupils' needs and lead the delivery of learning activities by application of specific skills, knowledge and experience with, and of, pupils and areas of the curriculum, as agreed with the teachers.
- Use the plans and ensure they challenge teaching and learning objectives. Evaluate and adjust work plans to meet the individual pupil needs.
- Select and prepare appropriate resources to lead learning activities.
- Monitor, evaluate, record and provide reports on pupils' responses and progress with agreed strategies.
- Contribute their perspective to the SIP
- Be aware of, and support differences, to ensure all pupils have equal access to opportunities to learn and develop.
- To have good understanding of interventions to support pupils learning.
- To ensure all SEN folders for the class are regularly reviewed.
- To promote and support pupils' self-esteem through a variety of behaviour approaches.
- Monitor and respond to pupil learning and behaviour at all times, use fresh ideas to encourage pupil learning engagement.
- To understand how to use technology to advance pupils' learning.
- To ensure the maintenance of a clean, orderly and safe school environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Participate in the design of classroom and school displays.
- To assist teachers with learning activities ensuring health and safety and good behaviour of pupils as per school policies. Take actions to meet the pupils' needs as they arise to physical or mental stress.
- To be aware of and comply with all school policies and procedures.
- To undertake training and other learning activities and attend relevant meetings as required
- To ensure own continuing professional development beyond necessary experience.
- To deliver interventions according to the instructions given by the teacher / SENCo. Provide feedback regularly and measure progress and impact of your intervention.
- To be a representative of the school, demonstrating confidentiality, professionalism and a positive attitude at all times.
- To ensure that first aid training is up to date, administer first aid, contacting the relevant parties where necessary.
- Any other duties requested by the Headteacher in line with the role of a senior teaching assistant.

## Expectations of Senior Teaching Assistants

- Ensure knowledge of relevant training strategies e.g. English, Maths in the 2014 curriculum.
- Ensure excellent communication skills.
- Ensure excellent time management and organisational skills.
- Ensure strategies which promote good behaviour and discipline.
- Ensure priority is development of understanding and independent learning behaviour rather than task completion.
- Ensure adequate liaison with class teacher to ensure good pre-lesson preparation.
- Ensure that you add value to what the teacher is doing rather than replacing them.
- Ensure you provide the right amount of support at the right time.
- Ensure you use open ended questions to support learning.
- Ensure pupil ownership of tasks.
- Ensure the impact of your support is evident.
- Ensure interventions are carefully timetabled – brief and regular.
- Ensure links between everyday learning and interventions.
- Ensure you are a key team member at all times.