

JOB DESCRIPTION

SCHOOL: Generic

GRADE: G6

JEM Reference No: 01-117

Enhanced DBS Required? Yes

JOB TITLE: Senior Teaching Assistant - Advanced Skills

REPORTS TO: Headteacher or member of Senior Management Team (or other designated person)

1. PURPOSE OF JOB:

To be lead practitioner taking responsibility for developing skills of Teaching Assistants

Work with children and young people as directed, providing support to Teacher/Headteacher across a range of child centred activities which promote child development and learning.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

1. School Related

i Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management

ii Be responsible for Teaching Assistant students and new starters, supervision, induction and mentoring. Advise other Teaching Assistants on methods and best practice

iii Organise school wide initiatives, developing solutions or plans for future implementation in relation to the deployment of Teaching Assistants.

iv Organise and participate in the delivery of local and national initiatives to identified groups of children.

v Co-ordinate/produce IEP's and personal development plans

vi Provide advice and guidance on relevant legislation, internal policies and procedures relating to an area of expertise.

vii Communicate action and organisational planning with clarification to all relevant staff.

2. Child Related

viii Plan work programmes

ix Participate in assessment of pupils

	<p>x</p> <p>3.</p>	<p>Guide and give advice to other Teaching Assistants.</p> <p>Note: tasks listed below in italics are those from a TA1 and TA2 Job Description, which a person employed in a Senior post may be expected to carry out.</p> <p><i>School Related - Monitor children's needs reporting these to a designated person. Keep records as required by the school. Have familiarity with all relevant statements of special educational needs specific to the child.</i></p> <p><i>Be responsible for particular learning areas and for planning and preparation of activities which are likely to involve working to deadlines. Assist with planning school visits. Be responsible for the use of specialist school equipment. Help organise and participate in meetings of parents and carers.</i></p> <p><i>Child Related - Promote development and learning (physical, emotional, educational, social), foster growth, self-esteem and independence. Observe and record development. Support those children with special needs.</i></p> <p><i>Carry out reasonable personal care and hygiene duties and administer basic first aid. Assist with the movement of children in a around the school.</i></p>
<p>3.</p>	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p>	<p>The postholder will be a member of the School Management Team and will be responsible for supporting the work of an individual or team of Teaching Assistants. Required to mentor and train Teaching Assistants under Headteacher's supervision</p>
<p>4.</p>	<p>CREATIVITY AND INNOVATION</p>	<p>May be required to be creative when organising school wide initiatives and developing solutions and plans for the future in relation to deployment of Teaching Assistants</p>
<p>5.</p>	<p>CONTACTS AND RELATIONSHIPS</p>	<p>Consult and communicate with parents under the supervision of the Headteacher Work with Teaching Assistants from other schools/establishments sharing materials and initiatives. Direct contact with children, school based employees and other professionals Liaise and work with other professionals on behalf of the Headteacher</p>
<p>6.</p>	<p>DECISIONS</p>	

	<p>a) Discretion</p> <p>Required to work within school policies, procedures and relevant legislation, particularly in relation to child protection and behaviour management</p>
	<p>b) Consequences</p> <p>Impact on service to a child or group of children</p>
7.	<p>RESOURCES</p> <p>Learning resources.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Conflicting priorities due to mentoring and working with Teaching Assistants internally and external based, working as full member of management team, curriculum and caring duties</p>
	<p>b) Physical Demands</p> <p>Subjected to considerable physical demands due, for example, to height of furniture</p>
	<p>c) Working Conditions</p> <p>School based and may be required to undertake reasonable duties of a personal nature</p>
	<p>d) Work Context</p> <p>Potential risk to well being through undertaking personal care/hygiene duties and contact with parents/carers/pupils.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>NVQ 3 or equivalent GCSE or equivalent in Maths and English or equivalent level of competency 5 years relevant experience, including qualification period Training/coaching skills</p>
10.	<p>GENERAL</p>
	<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]