

Spalding High School

Job Title: Senior Teaching Assistant - Advanced Skills

Grade: GLEA Grade 6

Hours: 32.5 hours per week, 8:30 am - 4:15 pm (Monday to Friday)

Reports to: SEND Coordinator

Purpose of the Role:

The purpose of the role will be to work with young people to provide the necessary support and provision to assist teaching and learning in relation to SEND, whilst also developing the skills of Teaching Assistants. The post holder will undertake specific administration duties to support the needs of the role.

Main Responsibilities:

- Support the SEND Coordinator in all aspects of SEND administration and management.
- Oversee the day-to-day management of Teaching Assistants, including their timetables, deployment, and professional development.
- Organise and coordinate Teaching Assistants, ensuring they follow effective methods and procedures to support students and teachers.
- Ensure all Teaching Assistants undertake relevant training to enhance their skills and knowledge for the role.
- Conduct comprehensive induction programmes for new Teaching Assistants.
- Liaise with teaching staff on the specific needs of students, ensuring Teaching Assistants are effectively deployed, under direction of the SENDCo.
- Deliver structured interventions such as Emotional Literacy Support (ELSA) sessions.
- As part of our Cognition and Learning pathway, screen pupils for potential Visual Processing difficulties, and/or Dyslexia, where appropriate.
- Assist with student support, including check-ins, classroom support, and interventions as needed.
- Work with the 11+ administrator and primary schools to coordinate Access Arrangements for the 11+ entrance exams.
- Collaborate with the SENDCo to review student provisions for additional needs, and ensure all relevant information is shared with staff.
- Support the SENDCo in liaising with external agencies, colleagues and parents/carers.
- Coordinate and complete requests for Access Arrangements in collaboration with the Examinations Officer and SENDCo.
- Carry out reasonable intimate care and manual handling duties as needed and support students in their movement around the school as required.

Knowledge and Skills:

The ideal candidate will have:

- Experience as a Teaching Assistant, particularly in SEND provision.
- Strong understanding of SEND legislation and JCQ regulations.
- Proven ability to lead and manage staff, with excellent organisational and IT skills for monitoring student progress.
- Experience liaising with students, staff, parents, and external agencies, handling sensitive information professionally.
- An empathetic, proactive approach to problem-solving and supporting students.
- A commitment to continuous professional development and the school's ethos.

Additional Requirements:

- High integrity, professionalism, and the ability to maintain confidentiality.
- Flexibility in meeting the needs of students and the school.
- Commitment to ensuring all students receive the best possible educational experience.