

Job Description: Senior Support Staff / Higher Level Teaching Assistant

GRADE:	5
RESPONSIBLE FOR	Mentoring Student Placements in class group Managing the work of other classroom support staff in the class group
RESPONSIBLE TO:	The post holder will work under the general guidance and supervision of the Class Teacher, Assistant Head, Deputy Head, Headteacher

Main purpose

To work collaboratively and with the responsible teacher to implement teaching, learning and assessment. To provide high quality care, postural management and supervision of children in line with the school's policies and practices. To work collaboratively with external agencies and health professionals to meet the needs of our complex medical and physical pupils.

Additionally:

- To supervise and manage the educational support staff within class unit.
- To mentor and manage the student placements that may be allocated to the class unit.
- To liaise with health professionals to ensure all pupil's needs are met.

Duties and Responsibilities:

Under the guidance of teaching staff;

- Preparation of the learning environment, resources and equipment for individuals and groups of learners.
- Deliver sessions and learning opportunities to individuals, groups and whole classes as specified within planning.
- Undertake a role in assessing the development, progress and attainment of pupils.
- Report on the development, progress and attainment of pupils to the responsible teacher.
- Use specialist skills to undertake those activities necessary to meet the wide range of physical, communication, cognitive and health needs of pupils.
- To work collaboratively with classroom teacher and other health care professionals in the planning and implementation of EHCP's, physio plans, care plans and postural management.
- To manage co-ordinate and support the work of other educational support staff in the classroom, including the monitoring of work and supporting their performance development needs and providing feedback.

Job responsibilities and tasks may include:

- Collaborate with the teacher and team in lesson planning, evaluating and adjusting lessons for individuals, groups of pupils.
- Implement agreed learning activities using strategies in liaison with the teacher, to support pupils to achieve their next steps in learning.
- Monitor and evaluate pupils' responses and engagement to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
- Provide supervision across the continuous learning day in accordance to the EYFS practice and principles during indoor and outdoor learning.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
- Establish nurturing and caring professional relationship with pupils providing appropriate feedback to them in relation to progress and achievement.
- Manage, prepare and maintain equipment and teaching resources for lessons and activities.
- Promote pupil independence in all aspects of learning by using alternative resources and strategies to enable access.

- Ensure that pupils are able to safely use equipment and materials provided.
- To work collaboratively with external agencies that work with the school and implement strategies.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Assist the teacher in monitoring and analysing records of pupils' progress.
- Utilise ICT and AAC in learning activities and develop pupils' competence and independence in its use.
- Assist at an appropriate level with the provision of general and specific care and the welfare of pupils which may include:
 - Assistance with personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; the changing of soiled clothing and its disposal in an appropriate way;
 - Assisting with children's injuries and, where appropriately qualified, administering first aid;
 - Assist with the administering of medicines under the direction of the appropriate medical staff;
 - Assist with the identification and monitoring of children's general health and welfare and safeguarding pupils.
- Assist with any special arrangements and specialised equipment provided to support individual pupils' access to the curriculum.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group/whole class activities inside the classroom and outside, which may be away from the school premises.
- Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other classroom support staff in their development and training.
- Attend and participate in relevant meetings as required.
- Support senior management in the deployment of Teaching Assistants within the school.
- Have responsibility for the induction of newly appointed Teaching Assistants in the class group.
- Co-ordinate the supervision, training and development of volunteer helpers, students or other staff in the classroom.
- Any other duties and responsibilities within the range of the salary grade.
- There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time.

The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person Specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none"> ○ NVQ 3 for Teaching Assistants or equivalent qualification (preferably Nursery Nurse Qualification) or experienced Higher Level Teaching Assistant with HLTA Status ○ Literacy and numeracy skills to a good standard ○ Evidence of training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths, SEN specialisms ○
Knowledge and Experience	<ul style="list-style-type: none"> ○ At least four years' experience of working with children of relevant age or with special needs ○ Experience of working in a team environment ○ Full working knowledge of relevant policies, codes of practice and understanding of relevant legislation ○ A working knowledge of national curriculum and other relevant learning programmes and in particular how they relate to children with a range of learning difficulties ○ Understanding of the principles of child development and learning processes and in particular, barriers to learning ○ Knowledge and understanding of the kind of total communication strategies that can be used with pupils who have complex communication difficulties ○ A full understanding of the range of support services and providers
Skills and Abilities	<ul style="list-style-type: none"> ○ Very good communication skills in a variety of forms with a range of pupils and adults ○ The ability to offer good quality supervision and guidance to others, including students and volunteers ○ In consultation with the class teacher, initiate links with other professionals to meet individual pupil need ○ Ability to organise, lead and motivate classroom support staff colleagues ○ A high standard of literacy and numeracy skills ○ Commitment to high expectations for all pupils, students and volunteers ○ Ability to plan effective actions for pupils at risk of underachieving ○ The ability to contribute to the implementation and maintenance of clear, accurate records and report concerns to the appropriate people in line with school policy ○ High level practical and organisational skills to contribute to the preparation and management of resources to promote and support learning ○ Ability to evaluate children's learning needs ○ A good level of competence and an up to date working knowledge of ICT ○ The ability to lead in managing sensitively the personal care of pupils, including intimate care needs, feeding and caring for sick children ○ The ability to support in the identification of pupils who will benefit from a consistent behaviour strategy, and development and implementation of individual strategies ○ Commitment to identify own priority training needs and participate in continued professional developmental opportunities

- **The ability to accept supervision and respond to instructions, guidance and feedback from others**
- **Excellent organisational skills**
- **Self-motivation and personal drive to complete high quality tasks while meeting deadlines**
- **Ability to relate well to children and adults**
- **Commitment to maintain confidentiality on all school matters**

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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