# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Teaching Assistant

# School:

# Grade: [Single Status 6](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to:

# Responsible for:

# Purpose of the Role:

Teaching Assistants within the school. To work as a Teaching Assistant (Levels 1-3) as required.

# Key tasks:

1. Lead the team of Teaching Assistants within the school, co-ordinating their work.
2. Develop and deliver quality induction training and ongoing support for the team.
3. Facilitate and lead team meetings.
4. Act as a mentor to support Teaching Assistants who are undergoing qualification training.
5. Arrange cover for teaching assistants who are absent.
6. Take a lead role in co-ordinating reviews of pupils’ progress, including liaising with other agencies as appropriate.
7. Produce accurate and up-to-date records and reports as required.
8. Work as a Teaching Assistant supporting pupils in a classroom environment, including those with special educational needs.
9. Utilise Information Technology to support you in your role.
10. Undertake observations and assessments of pupils, including those with special educational needs.
11. Differentiate learning resources to meet the complex needs of the pupils.
12. Attend school/department meetings to contribute to the discussions about individual pupils.
13. Attend Parents’ Evenings, as required, to contribute to the discussions about individual pupil’s progress.
14. Provide consistent and effective support in line with the requirements and responsibilities of your role.
15. Take part in training activities offered by the school and the county to further knowledge.
16. Abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities.
17. Carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

**PERSON SPECIFICATION**

# Essential education and qualifications

* NVQ Level 3 for Teaching Assistants or equivalent

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to lead, co-ordinate, and evaluate the work of the Teaching Assistants within the school
* Ability to develop and deliver quality induction training for the team
* Ability to facilitate and lead team meetings
* Ability to act as a mentor to support Teaching Assistants who are undergoing qualification training
* Ability to take a lead role in co-ordinating reviews of pupils’ progress, including liaising with other agencies as appropriate
* Ability to produce accurate and up-to-date records and reports as required
* Ability to undertake observations and assessments of pupils including those with special educational needs
* Ability to differentiate learning resources to meet the complex needs of the pupils
* Able to converse at ease with customer and provide advice in accurate spoken English
* Knowledge of SEN Code of Practice
* Knowledge of school policies on Child Protection, Health & Safety, Behaviour, Teaching and Learning and Equal Opportunities.
* Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
* Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils
* Knowledge of literacy and numeracy strategies
* Experience of working as a Teaching Assistant (or equivalent) supporting pupils in a classroom environment, including those with special educational needs
* Experience of using Information Technology to support pupils in the classroom
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
* Willingness to attend INSET days and some after school meetings on a paid basis
* Willingness to maintain confidentiality on all school matters

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* STAC or other NVQ Level 4 equivalent courses
* NVQ assessor qualifications D32 and D33

**Document version control:**

Date created/amended: September 2023

Name of person created/amended document:

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |