



BEDELSFORD SCHOOL

JOB DESCRIPTION SENIOR TEACHING ASSISTANT GRADE D + 2 POINTS

Responsible to:	Class Teacher
Responsible for:	Pupils as Instructed by Line Manager.
Important Internal Relationships:	Pupils, Staff, Healthcare Team and Governors.
Important External Relationships:	Parents, Local Authority, Visitors, Police & Support Agencies.

Main Purpose of Job:

- To deliver excellent support for learning under the direction of the teacher.
- Deal with personal care needs of pupils, following laid down school procedures.
- To provide medical interventions
- To follow general instructions and guidance to fully support all teaching and learning activities in the classroom including the competent and regular use of ICT, including a range of communication aids.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom, creating and maintaining a supportive educational environment.
- To positively support the ethos of the school, and be aware of and work within the Code of Conduct, school policies and guidelines at all times.
- To actively participate within the whole school team, develop good relationships and promote harmony in the school.

Main Responsibilities:

- Follow instructions and guidance from class teacher to provide support for pupils, reinforcing their learning and ensuring their understanding.
- To follow the guidelines for individual support, care needs and medical interventions (including but not exclusively gastro feeding, suctioning and tracheostomy, administering drugs), undertaking any required training.
- To ensure pupils are moved according to their written manual handling care plans, raising any concern with the Senior TA responsible for manual handling.
- To prepare classroom/corridors to the standard as directed by class teacher.
- To engage with pupils during lesson and break times, promoting their independence and communication as outlined in the School's curriculum aims and pupils' Individual Education Plans. Develop positive activities for the pupils and establish constructive relationships with them.

- Make suggestions towards the development and assist in the implementation of Individual Education/Behaviour Plans and Personal Care and feeding programmes, and attend Annual Review meetings upon request.
- To take part in other curricular activities (including but not exclusively swimming and school trips, loading minibus where appropriate).
- To follow written individual therapy programmes under the guidance of the therapists in the school. (Including but not exclusively Physio, SALT, OT and specialist feeding programmes).
- Make observations of pupils' performance and provide regular feedback to the teacher to enable assessment of progress, including P levels and NC levels.
- Liaise with parents and other professionals, maintaining a professional relationship at all times.
- Provide general clerical support to the teacher.
- To have a sound knowledge of ICT to use educational programmes, prepare teaching materials and be able to operate communication devices.
- Attend training as directed and incorporate learning within work, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of children. Reporting any concerns to a senior member of staff.
- Follow the Health and Safety procedures to ensure the safety of pupils and staff.

Additional Responsibilities

- Organisation and management of the class team in liaison with the class teacher, to ensure the needs of the pupils are met.
- Cover sessions for teacher when required.
- **Gain specialist knowledge regarding the conditions of pupils within the class.**
- Mentoring of new Teaching Assistants.
- Attendance at early morning half termly Senior Teaching Assistant Meetings.
- **Other Requirements of Post**
- To attend school on INSET Days, if part of your working week, and be involved in training.
- To undertake any other duties as required as directed.
- No annual leave to be taken in term time.

Julia James, Principal

Date

Senior Teaching Assistant

Date

BEDELSFORD SCHOOL
SENIOR TEACHING ASSISTANT
PERSON SPECIFICATION (GRADE D+2)

Essential	Desirable
Experience	
Experience of working and communicating successfully with children who are non verbal and have complex communication needs	Wide experience of working with SEN and Disabilities
High digital competency and IT skills	Knowledge of different access equipment for SEN and Disabilities – e.g PODD Training Eye Gaze and VOCA experience
Experience of preparing resources to support children’s learning using recognised symbol producing software such as Boardmaker	Knowledge of EYFS, Engagement Scales, Pre key stage standards and Assessment tools such as Evidence for learning.
	Knowledge of Awards and Accreditations such as ASDAN and ASCENTIS
Personal Attributes	
Ability to work constructively alongside others and as part of a large transdisciplinary team	Ability to provide artistic or creative input
A good range of communication skills	Positive approach to behaviour management and ability to maintain a purposeful learning environment
Ability to maintain confidentiality at all times	
Ability to follow instructions	Excellent organisational skills

Commitment to promoting and safeguarding the welfare of children	
Qualifications	
GCSE grade A – C or equivalent in Literacy and Numeracy	Makaton or other sign language