



Marden High School

JOB TITLE: Special Support Teaching Assistant, Maternity Cover

SALARY: Grade 5 (£14,877 - £16,311) Term Time plus specified days

HOURS: 37 Hours per week

To commence 23 January 2017 or as early as possible

Responsible to and mentored by: SENCO

Person Specification for all staff at Marden High School

We want all staff at Marden to:

- Be committed to raising standards and continuous improvement
- Relate well to our students
- Put students' needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be a team player
- Communicate well
- Be positive and co-operative, especially in times of change
- Review what they do regularly
- Respond positively to monitoring and evaluation

OVERALL RESPONSIBILITY

To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge, or extra help and support, in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise the students they are assigned to occasionally during the short-term absence of teachers. The primary focus will be to maintain good order, keep pupils on task, respond to questions and generally assist pupils to undertake set activities.

PRINCIPAL RESPONSIBILITY AREAS

Support for Pupils:

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model, and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognizing and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognize and reward achievement of self reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher:

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans, as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher on pupil assessment, progress and other matters: ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records, as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour: dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parent/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer course work, produce worksheets for agreed activities etc

Support for the Curriculum:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and Make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support pupils

Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/ professionals in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities, as required
- Be prepared to undertake training for, and duties of, a first aider if requested

Any other duties reasonable to the role and grade of Special Support Teaching Assistant

This is an illustrative list of main tasks and is not intended to be exhaustive or exclusive. Duties may be added or removed as part of the regular staffing review process.