



# Marden High School

**JOB TITLE: Special Support Teaching Assistant, One Term Fixed Term Contract (with possibility of extending thereafter)**

**SALARY: Grade 5 (£15,831 - £16,803) pro rata, Term Time plus specified days**

**HOURS: 4 days per week**

**To commence 1 September 2018**

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.

## **PRINCIPAL RESPONSIBILITY AREAS**

### **Support for Students:**

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of Student Support Plans
- Establish productive working relationships with students, acting as a role model, and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognizing and responding to their individual needs
- Encourage students to interact and work cooperatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Provide feedback to students 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 students' 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 student 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 students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour: dealing promptly with conflict and incidents in line with established policy and encourage students 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 student 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 students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support students

**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 students 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 students
- 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 students out of school hours learning activities
- Supervise students 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.**