



Job Description

Post Title	Senior Teaching Assistant
Responsible To	Headteacher
Liaising with	Teaching and Support Staff/Parents
Salary	PCD7 - Grade 7
Hours	23 hours per week
Start Date	September 2025

Main Purpose:

- Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise pupil development and achievement.
- Roles at this level will be expected to carry out specified work.
- Senior Teaching Assistants may also supervise whole classes during the short-term absence of teachers.

Key Responsibilities & Tasks:

1. Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess record and report on pupil development progress and attainment to the teacher against pre-determined learning objectives using detailed knowledge and specialist skills to support pupils learning.
3. Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and Individual Support Plans as appropriate.
4. Support pupil's social emotional and physical wellbeing reporting concerns to the appropriate person.
5. This role will be expected to undertake some or all of the following depending on the needs of the pupils in the school:
 - a) Provide specialist support to pupils with learning behavioural, communication social sensory or physical difficulties including those with challenging behaviour
 - b) Provide support and communication strategies as required e.g. PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
 - c) Provide specialist support to pupils where English is not their first language
 - d) Provide specialist support to gifted and talented pupils.
 - e) Provide specialist support to all pupils in particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject, EYFS).
6. Have knowledge of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Advise, support and guide the work of other staff demonstrating own duties in particular specialist areas.

8. Administer medication in accordance with an agreed plan under direction of the Headteacher and following appropriate training/healthcare plan.
9. Escort and supervise pupils on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour.
10. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour. Ensure that all legal and statutory requirements are implemented.

Staff Management Responsibilities:

- Some supporting / guiding of less experienced staff if required.

Resources Responsible for:

- Daily Maintenance of Moving and Handling Equipment, class chairs and standers
- Specialist equipment according to specialism e.g. reading intervention resources, communication aids, PECs
- Collecting small amounts of money in home school context
- Accessing and collating some information.
- Equipment – stock control

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This post will be subject to satisfaction of an enhanced DBS check.

Signed.....

Date:.....



Senior Teaching Assistant – Person Specification

	Essential	Desirable
Qualifications	QCF recognised relevant Level 3	English, Maths and ICT at QCF Level 2. Additional specialist qualification.
Knowledge	<p>Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children.</p> <p>Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.</p> <p>Understanding of principles of child development and learning processes.</p> <p>Knowledge of ICT, literacy, numeracy, national curriculum subject, EYFS.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • Reading Intervention Trained • Maths Recovery Trained • Recent phonics training. • Paediatric first aider • Mental Health first aider • Developing knowledge of the SEN Code of Practice
Relevant Experience	<p>Working with or caring for children and young people.</p> <p>Experience of working in a classroom setting.</p> <p>Leading and planning interventions (1:1 or small group) across EYFS/KS1 or KS2</p>	<p>Experience working with children in all phases (EYFS, KS1, KS2)</p> <p>Supporting pupils with Autism or Developmental Language Disorder</p> <p>Delivery of Little Wandle (or equivalent) phonics programme</p> <p>Experience in a senior, lead or mentoring TA role</p> <p>Recent experience working with children in UKS2</p>
Skills	<p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Ability to relate well to children and adults.</p> <p>Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Able to prioritise tasks and act on own initiative.</p> <p>Able to motivate and encourage children to develop to their full potential.</p>	<p>Can use ICT effectively to support learning.</p> <p>Able to work with a small group of children unsupervised by the teacher.</p>
Other	Requirement for some out of school and/or out of term working to support specific activities or events as appropriate	