

Job Description & Person Specification

Job Title:	Senior Teaching Assistant (STA) – Careers & Work Exp
Service / Provision:	Churchward School
Job Family:	Support Staff
Line Manager:	Headteacher or any delegated person
Salary Grade	C Grade 1 - 5
Annex	Please ensure you refer to Annex 1 with this job description

Deliver, adapt and interpret the education work programmes as well as career support initiatives through individual, small group or whole class learning activities in order to further the educational development of our students. To follow the Trust's Safeguarding policies and procedures and undertake any mandatory training as directed.

Careers support for learners

- Network and partner with local employers, developing high-quality, community-based opportunities for learners to have work placements fit for their needs.
- Provide necessary training to learners prior to placement; and ongoing support once in a work placement.
- Liaise regularly with contacts internal and external to ensure successful work experience placements.
- Carry out initial and ongoing health and safety/risk assessment checks at work placement sites for learners
- Created and maintain accurate up to date records and monitoring systems for all work experience, industry placements and employer engagement opportunities and work experience policy.
- Support leavers to find a progression where they do not have one beyond education.
- Keep abreast of legislation changes pertaining to careers advice and guidance

Support for Teaching & Learning

- To observe students, monitor and report back, using verbal or written methods, to the teaching team on problems, progress and possible developmental needs
- To prepare resources and undertake any other simple practical tasks to support learning
- To plan, organise and undertake related duties to fully support and underpin learning, personal and social development
- Under the direction and support of the Classroom Teacher or Lead Professional, ensure that all learning resources and materials are appropriate and relevant to student level of need. This includes the preparation, setting out and clearing away of teaching aids, during and between lessons
- Under the direction of a Teacher or other Lead Professional undertake a range of teaching and learning activities with whole classes, specified groups, or individual students, in accordance with the curriculum requirements and learning profiles for that group
- In agreement with the Head Teacher, Senior Leadership Team (SLT) or Classroom Teacher, and where appropriate, communicate with parents and other designated carers about the care and education of their children, (including progress and achievement)
- Use teaching and learning objectives to plan, evaluate and adjust lessons / workplace as appropriate with agreed systems of supervision

- Deliver and plan where required specified work to individuals, small groups and whole classes, modifying and adapting activities as necessary
- Work with students on therapy or care programmes, designed and supervised by a Therapist / Specialist
- Assess the needs of students, using knowledge and specialist skills to support student learning
- Develop and implement Individual Development Plans for students (such as Individual Educational Plans), including attendance at, and contribution to, reviews (under the direction of class teacher)
- To report and record evidence of students' progress and achievement on the EPs monitoring system
- Attend additional meetings relating to specific areas of responsibility or T&L
- To run targeted interventions for identified students, recording and reporting on progress
- Lead the class team in the absence of the class teacher
- To inform the Teacher or lead of any safeguarding concerns they have raised
- To undertake other relevant duties allocated at the discretion of the Teacher, or SLT
- Plan how and which learning activities will be implemented
- As a STA you would be expected to plan learning activities for a class or small group, under direction of the Teacher or Lead professional.

Tasks/duties	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Level 2 Literacy/Numeracy (or NVQ equivalent) • Any Level 3 qualification that can be vocational and not specific to role or willingness to work towards – including careers advisement • Essential Digital ICT skills • Positive attitude to training & continuous professional development 	<ul style="list-style-type: none"> • Level 3 Teaching Assistant NVQ • Level 2 Literacy & Numeracy grade 5 or above equivalent • Any further relevant training or qualification to support the role • Strong ICT/Digital skills • Higher Level Teaching Assistant • Health and Safety qualification or willingness to work towards
Knowledge & Experience	<ul style="list-style-type: none"> • Strong communication skills • Experience of working with students in a care or education setting, including Safeguarding best practice • Experience of working with students with SEND 	<ul style="list-style-type: none"> • Leading group of staff and students • SEND Qualifications or detail subject knowledge • Experience with use of technology and in particular of inputting information into recording system
Personal Qualities	<ul style="list-style-type: none"> • Punctual, polite & professional • Be motivated, able to use initiative and work independently • To meet challenges positively 	<ul style="list-style-type: none"> • Openness to taking on further responsibilities • To use your own skills & interests to enhance the offer for students • Be aware of how to support your own well-being and the well-being of others