

Job Description

Job Title	Senior Advanced Teaching Assistant (SATA)
Grade	F
Responsible To	Principal / Member of Senior Management Team / HLTA / SENDCO
Staff Managed	ATAs, GTAs, and other support staff working in the classroom environment supporting the learning process
Job Family	Teaching Assistants
Job Purpose	To advance pupils' school experience across the four broad areas of need by delivering small group or individual interventions. Activities will involve planning, preparing and delivering intervention sessions as well as monitoring, assessing, recording and reporting on pupils' achievement, progress and development. This will be carried out under the direction of the school SENDCo and other leaders.
Job Context	Works within the classroom or appropriate area of the school site to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
<p>Accountabilities / Main Responsibilities</p> <ul style="list-style-type: none"> ● Use teaching and learning objectives to plan, prepare and deliver learning activities to pupils under the supervision of a teacher, adjusting activities according to pupil responses/needs ● Monitor, evaluate and record pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives ● Implement the School's Behaviour Management policy, to anticipate and manage behaviour constructively, promoting self-control and independence ● Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison ● Assist in the implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. <p>Operational Issues</p> <ul style="list-style-type: none"> ● Support pupils in their social and emotional wellbeing, and assist in the development and implementation of related programmes, including EHCP statutory outcomes, and relevant social, health and physical programmes, including for those with health, social and physical needs ● Interact with pupils in ways that support the development of their ability to think and learn and work independently ● Escort and supervise pupils on educational visits and out of school activities under the supervision of the teacher / SENDCo / SLT. ● Provide supervision during breaks as required ● Support and motivate pupils to promote independence, resilience and increase self esteem 	
Communications	<ul style="list-style-type: none"> ● Establish rapport and respectful, trusting relationships and communicate effectively with children, young people, their families and carers ● Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies
Partnership or Corporate	<ul style="list-style-type: none"> ● Share information about pupils with teachers and other professionals as required

Working	<ul style="list-style-type: none"> ● Provide objective accurate feedback and reports as required on pupil development, progress and attainment, supported with relevant evidence ● Participate in meetings with staff, external agencies and parents, regarding pupils, under the supervision of the teacher / SENDCo / SLT ● Liaise between managers/teaching staff and teaching assistants in the school/college ● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality ● Participate in staff meetings
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Safeguarding	<ul style="list-style-type: none"> ● Assist with pupils' personal, hygiene (including personal intimate care), and welfare, including physical and medical needs, whilst encouraging independence. <i>(Upon agreement with postholder)</i> ● Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, reporting concerns as appropriate.
Planning and Organising	<ul style="list-style-type: none"> ● Organise and manage appropriate learning environment and resources ● Support the use of ICT to advance pupils' learning, use common ICT tools for own and pupils' learning ● Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, presentation of displays, making phone calls, reporting on attendance, exclusions etc. ● Supervise and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations ● Participate in appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures

Customer Service	<ul style="list-style-type: none">● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.● Understand your own role and its limits, and the importance of providing care or support.
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Person Specification

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Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge	
<ul style="list-style-type: none"> ● Good understanding of child/young people's development and learning processes ● Understanding of individual children and young peoples' needs ● An understanding that children/young people have differing needs ● Knowledge of inclusive practice ● Knowledge of Child Protection 	<ul style="list-style-type: none"> ● Knowledge of Behaviour Management techniques ● Knowledge of Health & Safety legislations and procedures
Experience	
<ul style="list-style-type: none"> ● A good foundational knowledge from being a qualified TA (often holding a Level 3 qualification) is recommended. 	<ul style="list-style-type: none"> ● Experience of delivering evidence-based interventions that accelerate learning
Occupational Skills	
<ul style="list-style-type: none"> ● Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe ● Good written and verbal communication skills ● Able to communicate effectively and build good relationships with all teachers, children, young people, families and carers ● Demonstrable interpersonal skills 	
Qualification	
<ul style="list-style-type: none"> ● Level 2 English and Maths qualification or equivalent ● Level 3 or similar relevant qualification or level of skills, knowledge and experience that can be internally 	<ul style="list-style-type: none"> ● Appropriate first aid training (<i>Dependent on the schools needs</i>) ● Relevant Level 4 qualification

<p>verified.</p> <ul style="list-style-type: none"> ● Ambition to achieve Level 4 or similar qualification and continued CPD 	
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● Ability to work successfully in a team ● Able to exercise discretion and judgement ● Confidentiality ● Flexibility ● To be committed to the school's policies and ethos ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging behaviours and attitudes ● Ability to use authority and maintaining discipline 	<ul style="list-style-type: none"> ● Commitment to the wider school setting ● Creativity