

SENIOR EDUCATION ASSISTANT – DUTY STATEMENT (LEARNING SUPPORT)

Job Activities Relevant to Teaching Assistants at Senior Level

1. Develop specialist knowledge and skills in key areas identified by the Head of Learning Support
1. Ensure that specialist skills are used effectively to promote learning so that students can experience success.
2. To provide targeted support to individuals and groups, as directed by the Head of Learning Support
3. To contribute to the planning for teaching and learning and establish and maintain rosters and timetabling to meet the needs of the learning area.
4. To share skills with less-experienced colleagues and trainees on work placements, modelling good practice and providing simple demonstrations.
5. To provide individual support and feedback to newly recruited teaching assistants and to colleagues on training programmes, acting as a mentor if required.
6. To communicate information to teaching assistants and ensure that they are utilised most effectively under guidance of Head of Learning Support.
7. Monitor record keeping and planning of the education assistant team members.
8. To assist in performance management reviews and professional learning plans for a team of teaching assistants.
9. To provide leadership to the Learning Support Team in the absence of the Head of Learning Area.
10. Respect the confidentiality of student information and respond sensitively to students' needs.
11. Be aware of the particular learning and physical needs of the students you support.
12. Actively participate in promoting a positive culture in the team ensuring that performance standards and goals are set and met.
13. Regularly meet and collaborate with Head of Learning Support.

Person Specification Particular to Teaching Assistants at Senior level

1. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
 2. Be aware of the particular learning and physical needs of the pupils you support.
 3. Actively participate in the school's performance development scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
 4. Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Development Review
 5. Within your contracted hours, attend staff meetings, as required.
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