



JOB DESCRIPTION

Job Title: SENIOR TEACHING ASSISTANT – Rudolph Steiner Education

Department: EDUCATION

Reports to: HEADTEACHER

The post holder will be expected to support and embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

Main Purpose of the Post:

Senior Teaching Assistants are required to work in the Education Department and to promote all Sunfield policies and procedures. They will be required to fulfil the following role across the range of classes/Key Stages/Departments:

- To support students during learning activities and promote independent learning
- To contribute positively to the management of student behaviour
- To establish and maintain relationships with individual and groups of students
- To review and develop your own professional practice
- To undertake the administration/collection and recording of medication in line with the Sunfield Medication Policy with the exception of administering insulin injections this, will be agreed with consenting Teaching Support Staff on an individual basis.

In addition to the above, a Senior Teaching Assistant will be required to take on specific responsibilities to meet the changing and evolving needs of Sunfield. These will be negotiated through Sunfield's Supervision and Appraisal procedures.

Key Responsibilities:

Those meeting the Higher Level Teaching Assistant Standards
(Teaching/Classroom Assistants Standards: April 2001) **must demonstrate all of the following:**

Standards for Higher Level Teaching Assistants

- Professional Values and Practice
- Knowledge and Understanding
- Teaching and Learning
- Planning and Expectations
- Monitoring and Assessment

Individual Responsibilities:

Paperwork

- Assist in preparing, maintaining and monitoring the learning environment, including help to prepare the learning environment and also the materials for use
- Contribute to maintaining student records, in all formats including observing and reporting on student performance
- Contribute to the planning and evaluation of learning activities
- Carry out Supervision (each term) and Appraisals (annually) of Teaching Assistants

Health and Safety

- Contribute to the management of student behaviour by promoting Sunfield's policies and supporting the implementation of agreed strategies
- Support the maintenance of student safety and security by maintaining a safe and secure learning environment and minimising the risks arising from health emergencies
- Contribute to the health and well-being of students by supporting students in adjusting to a new setting, maintaining standards of health and hygiene and responding to signs of health problems

Effective Support for Students' Learning

- Enable students with communication and interaction difficulties to participate in learning activities and help them to develop relationships with others
- Promote student's social and emotional development by contributing to their development: self-reliance/self esteem; their development of recognition of emotions and how to deal with them
- Support students with cognition and learning difficulties to develop effective learning strategies
- Support students with behavioural, emotional and social needs to manage their own behaviour
- Support students with sensory and/or physical needs by implementing structured learning programmes
- Support and promote the use of ICT in the classroom, including preparing ICT equipment
- Help students to access the curriculum and with activities which develop their Literacy (Speaking and Listening, Reading and Writing) and Numeracy (understanding and use of use of Shape, Space and Measures and of Number) skills

Effective Support for Colleagues, Professionals and Families - Team Work

- Support the development and effectiveness of work teams, including contribution to effective team practice and the development of the work team
- Develop and maintain effective working relationships with other colleagues/professionals, including care colleagues
- Liase effectively with parents and families about the education and care of their children by sharing information

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Substantial experience of working in the Education Department at Sunfield 	<ul style="list-style-type: none"> • Experience of working in a range of classes/key stages/departments within the Education Department at Sunfield
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ 3 or • Certificate/Diploma in SEN (UCW) <p>or equivalent</p>	<ul style="list-style-type: none"> • Certificate in In-Service Education (“Applying In-Service Learning”) – University College Worcester
MOTIVATION AND PERSONALITY	<ul style="list-style-type: none"> • Enthusiastic • Sense of responsibility • Willingness to undertake relevant training • Able to work as a proactive team member/player • Self motivated –able to work on own initiative • Good sense of humour 	<ul style="list-style-type: none"> • Recent relevant in-service training • ICT competence
OTHER	<ul style="list-style-type: none"> • Excellent record of attendance • Good health record • Willingness to attend staff meetings and training • Proactive involvement in Sunfield Open Days 	<ul style="list-style-type: none"> •
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills • High quality organisational skills • Ability to listen and empathise • Ability to formulate and follow IECP’s • Ability to communicate effectively with students, families, colleagues and other professionals 	<ul style="list-style-type: none"> • Knowledge/experience of alternative forms of communication with students • Knowledge/experience of different approaches to working with students at Sunfield • Minibus driver • Qualification in First Aid