

Job Description

Job Title:	Special Teaching Assistant (STA)
Responsible to:	Head of School via AHT/KS Leads
Functional Liaison with:	Head of School via AHT/KS Leads, Class Teachers, SENCo, Students, Parents/Guardians, Support Staff & External Agencies
Main Purpose:	To provide a safe and secure educational and caring environment in which children and young people with moderate learning difficulties will receive specialist teaching to develop the self-respect, self-confidence, self-control, self-advocacy and self-dependence necessary for participation as members of their community.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Contribute to the preparation and planning of discreet lessons or a series of lessons – which include the making of resources and contributing to displays to support learning.
- Provide support for the teacher during lessons, e.g. through directed work on the Literacy or Numeracy strategy and other curriculum areas, or supervision small groups of students
- Maintain records of student needs and progress and actively contribute to regular, on-going assessment of progress against expected outcomes for individual students through monitoring and observation of student responses.
- Undertake accurate feedback and correcting of students' work according to the school's assessment policies.
- Undertake a range of tasks to support personal needs, for some students this could include personal care.
- Establish good relationships with students, interacting with them in ways appropriate to their needs – promoting and supporting the School Values.
- Lead and participate in lunchtime activities for students to develop social skills and coping strategies in unstructured situations.
- Supervise students on playground breaks and moving around the school as part of a team.
- Look after sick children as directed by the class teacher / first aider.
- Remain up to date with students' individual Risk Benefit Assessments (RBAs) and use agreed behaviour management techniques.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Recognised competence in literacy and /or numeracy including GCSE in Maths and English	NVQ 2 or equivalent in related area	I,A,
Knowledge and Skills	- Awareness of health and safety procedures - Knowledge of school policies and procedures - Basic knowledge of first aid - Ability to complete reports such as incident report form, behaviour dairy, progress report etc - Good written and verbal communication skills. - Able to work with small groups of students when carrying out specific tasks or on field trips etc. - Able to supervise larger numbers of students during break/lunchtime		A,I,P
Experience	- Experience of working with children / young people - Broad awareness and understanding of medical conditions such as asthma, epilepsy etc. - Experience of one-to-one support, where appropriate		A, I,
Personal Qualities	- Ability to recognise and resolve or report problems - Sensitivity to students' needs - Ability to conciliate between student in playground or classroom disputes - Ability to maintain appropriate level of confidentiality		A, I,
Training	- Willingness to attend, undertake any training or development as, or when appropriate. - Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 27 days on completion of 5 years' service pro rata for part time working. Employees who work on a term-time basis will have their entitlement to annual leave (pro rata to their weeks and hours worked) paid as a separate element in their monthly pay.
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.