

Job Description and Person Specification

Job Title:	Senior Level Teaching Assistant/Learning Mentor based at West Road Primary Academy for the Brighter Futures Learning Partnership Trust
Hours	Term-time only, 32.5 hours per week
Band:	Grade 6, Scale Points 6-11 (£21,968 - £24,054, pro-rata)
Responsible to:	Headteacher, The Governing Body and SENDCO

Job Purpose

- To take a lead role with the class teacher/SENDCO in the planning, development and organisation of systems, procedures and policies directly related to the curriculum/pupil plans
- To give advice to teaching staff on the provision for vulnerable learners including planning and preparation of resources
- To produce lessons/work plans as directed
- To manage records, information, data producing analysis and reports
- To undertake the marking of pupils' work within the specialist area and accurately record achievements and progress
- To deliver out of school learning activities within guidelines established by the school
- To provide behaviour management support to other staff

Main Duties and Responsibilities

- To deliver pre-planned lessons to individuals/groups/classes of pupils under an agreed system of supervision adjusting activities according to pupils' needs and responses
- To deliver out of school learning activities within guidelines established by the school
- In cooperation with the relevant Key Stage Lead, take a full part in planning the curriculum, organising activities, including the organisation of learning materials and resources, to comply fully with the KS1/2 curriculum.
- Work as part of the Key Stage Team to plan and coordinate provision both indoors and outdoors, assisting with the preparation, construction, collection and care of materials and equipment for use inside and outside the unit and ensuring safe and accessible storage.

- To manage observations, records, information, data producing analysis and reports in conjunction with the Class Teacher.
- To administer and assess/mark any statutory baseline assessments.
- To promote the good behaviour of pupils and ensure their health and safety at all times.
- To provide support and advice to the Teaching Assistants within the Team including disseminating good practice.
- Promote and sustain a culture of collaborative and cooperative working between colleagues and other multi agency professionals.
- To liaise in a supportive and empathic manner with parents and carers, developing and maintaining positive relationships between home and school.

Other duties

- Play a full part in the life of the school community, and support its distinct ethos.
- Follow and actively promote the school's policies and procedures.
- Comply with health and safety policy and undertake risk assessments as appropriate.
- Actively pursue own personal and professional development.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust

PERSON SPECIFICATION

Qualifications and Training:	Essential	Desirable
➤ Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
➤ GCSE Maths & English Grade C or equivalent	✓	
➤ At least 5 GCSE's		✓
➤ First aid qualification or willingness to undertake training	✓	
➤ NVQ/BTEC Level 3 or equivalent relevant qualification.		✓
Experience:	Essential	Desirable
➤ A proven SLTA/Learning Mentor demonstrating an understanding of the individual needs of the pupils in terms of the curriculum, spiritual, personal and social development and behaviour in line with relevant guidance	✓	
➤ Experience of leading others (even if only informally) within a primary school setting		✓

<ul style="list-style-type: none"> ➤ A commitment to promote the school's aims and ethos ➤ A commitment to improve the learning of all children ➤ Experience of working with vulnerable children and their families ➤ Ability to manage behaviour effectively using a range of positive strategies ➤ Ability to use ICT to support learning and professional duties ➤ Ability to ensure all paperwork and record keeping meet the required standard 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge and Skills:	Essential	Desirable
<ul style="list-style-type: none"> ➤ Sound knowledge of the new guidelines for KS1/2Curriculum ➤ Understand the principles and practice evaluating pupil progress and appropriate targets to ensure children make excellent progress ➤ Safeguarding procedures 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal qualities:	Essential	Desirable
<ul style="list-style-type: none"> ➤ Take responsibility for own professional development to improve practice and standards ➤ Inspire trust and confidence to support children and their families ➤ Be a good team member, being able to work cooperatively and constructively with all colleagues to provide high quality learning environments and learning opportunities ➤ Be well organised and able to use own initiative creatively ➤ To be committed to equality, diversity and the inclusion of all ➤ Involvement in extracurricular/extended school activities ➤ To be able to communicate clearly both orally and in writing ➤ Be reliable with a high degree of integrity ➤ Possess excellent interpersonal skills and be able to form effective working relationships ➤ Be well-organised, enthusiastic, energetic and flexible 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

➤ Be resilient and demonstrate the ability to work under pressure	✓	
➤ Manage time effectively	✓	
➤ Value and respect the views of children	✓	
➤ Self-motivated and able to take initiative and responsibility	✓	
➤ Demonstrate a willingness to learn with and from colleagues	✓	
➤ Adhere to the School's Code of Conduct	✓	