

Job Description

**JOB TITLE: Lead Teaching Assistant**

**GRADE: BAND 6 SCP 6**

**RESPONSIBLE TO: Deputy Headteacher, SENDCO**

# Job Purpose

* To work with the SENDCO to plan and implement the deployment of the learning/teaching support resources across the School, in line with the needs identified across curriculum areas and in the EHC plans.
* To work closely with the departments to provide high quality support for children, including those with special educational needs.
* To lead a small team of Teaching Assistants within designated curriculum areas.

**KEY DUTIES AND RESPONSIBLITIES**

* Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
* Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
* Regularly review own practice, set personal targets and take responsibility for own personal development.
* Apply Trust wide policy and procedures.
* Promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
* Ensure compliance through quality assurance and evaluation.

**Leading People and Managing Performance**

* Lead and develop staff within the team to deliver high quality performance
* Complete robust performance management on select staff to support and embed best practice across the school.
* Actively manage own performance and that of others, participating in the School’s appraisal process as Appraiser and Appraisee
* Ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility

**Engagement with Stakeholders**

* Lead and contribute to the development and delivery of staff training and support across the school
* Secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility
* Provide reports and updates to the SENDCo in relation to area of responsibility
* Set clear standards for and expectations of communication with parents and other key stakeholders ensuring follow up is timely, effective and appropriate

**Support for the Curriculum:**

* Ensure that within departmental meetings the SEN cohort is supported and embedded within the implementation of an inclusive curriculum
* Establish productive working relationships with students, acting as a role model and setting high expectations.
* Use specialist (curricular/learning) skills/training/experience to support students.
* Support students consistently whilst recognising and responding to their individual needs.
* Work with the Teacher to establish an appropriate learning environment.
* Identify with the departmental heads and teachers’ students who require further intervention to embed key concepts of the curriculum
* Devise and deliver interventions to support and embed the learning
* Assist with the development and implementation of ‘Learning Profiles’ within departments
* Provide feedback to students in relation to progress and achievement.
* Provide objective and accurate feedback and reports, as required, to the Teacher on student achievements, progress and other matters, ensuring the availability of appropriate evidence.
* Administer and assess routine tests and invigilate exams/tests as appropriate.
* Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
* Work across departments to ensure the effective planning of the interventions
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

The nature of the role demands flexibility with regards to the needs of the school.

Additional duties may be added or stated duties changed as determined by the Headteacher in consultation with the Facilities Manager and the postholder. Changes will only take place after consultation has taken place

The job description is to be performed in accordance with the provisions of the APT & C Pay and Conditions Document and within the range of duties set out in that document. The post is otherwise subject to the conditions of Service for APT & C staff in England and Wales and to locally agreed conditions of employment