



	JOB DESCRIPTION
SCHOOL	
POST TITLE	HIGHER LEVEL TEACHING ASSISTANT LEVEL 4/SEND TEAM LEADER
ROLE PROFILE	LD3.5
JOB NUMBER	SCH/TL/LD/006
GRADE	5
RESPONSIBLE TO	HEADTEACHER/SENCO TEAM
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	This is an exciting opportunity to become part of our large and enthusiastic SEND Department. The role of SEND Team Leader involves effectively deploying and supporting a team of Teaching Assistants. Close working with the Senco Team is a key aspect of the role to ensure SEND provision across the school is effective. The role will also involve some planning and delivery of 1:1 or small group interventions and a small amount of in class support.
RELEVANT QUALIFICATIONS	Meet Higher Level Teaching Assistant standards or equivalent qualification or experience Excellent numeracy/literacy skills – equivalent to NVQ level 2 in English and maths Substantial training and experience in working with pupils with a range of Special Educational Needs in a school setting.

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SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Forge Valley School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 SUPPORT FOR PUPILS

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Develop and implement Individual Learner Profiles and provide/facilitate support as outlined in EHCP provision.
4. Promote the inclusion and acceptance of all pupils within the classroom.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to pupils in relation to progress and achievement.

2 SUPPORT FOR THE TEACHER

1. Organise and manage appropriate learning environment and resources.
2. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust interventions as appropriate.
3. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
6. Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence.
7. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
8. Production of intervention plans, resources etc.

3 SUPPORT FOR THE CURRICULUM

1. Deliver learning activities to pupils within agreed system of supervision,

- adjusting activities according to pupil responses/needs.
2. Deliver local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
3. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
4. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
5. Advise on appropriate deployment and use of specialist aid/resources/equipment.

4 SUPPORT FOR THE SCHOOL

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
6. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
7. Deliver out of school learning activities within guidelines established by the school.
8. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
9. To act as an assistant tutor under the supervision of a lead tutor as part of the schools' vertical tutoring system, providing particular support for students in a vertical tutor group ensuring their safety and access to learning.

5 LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE

1. Liaise between Sencos, teaching staff and teaching assistants.
2. Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Forge Valley School Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: