

# Role Description

## Lead Teaching Assistant

<b>NJC Pay Range</b>	Band E
<b>Responsible To:</b>	REACH Manager

### Main Purpose of the Post

- To work closely with the REACH Manager and the Alternative Education Manager to provide high quality support for children, including those with special educational needs and behavioural needs.

### Key Areas of Responsibility

- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To use specialist (curricular/learning) skills/training/experience to support students.
- To work with the Teacher to establish an appropriate learning environment.
- To prepare the classroom as directed for lessons, and clear afterwards, and assist with the display of students' work.
- To attend to the student's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- To support the movement of students with disabilities around the Academy site.
- To participate in the handling of students with disabilities.
- To assist with the development and implementation of 'Individual Education Plans'.
- To support students consistently whilst recognising and responding to their individual needs.
- To provide feedback to students in relation to progress and achievement.
- To assist in providing appropriate pastoral care, support and guidance in the Inclusion Centres). This includes attendance, attitude to learning, behaviour, progress and performance.
- To 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.
- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To be responsible for keeping and updating records, as agreed with the Teacher, contributing to reviews of systems/records as requested.
- To undertake marking of students' work and accurately record achievement/progress as agreed with the teacher.
- To liaise sensitively and effectively with Parents/Carers as agreed with the Teacher within your role and responsibilities.
- To administer and assess routine tests and invigilate exams/tests as appropriate.
- To provide general clerical/administrative support e.g., administer coursework, produce worksheets for agreed activities etc.
- To implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To work across departments to ensure the effective planning of the interventions.
- To coordinate the day-to-day management of the Inclusion Centres (Hub, REACH and MALP) in the absence of the manager.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the Teacher, to support achievement and progress of students.
- To attend and participate in relevant meetings as required.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To undertake planned supervision of students out of Academy hours learning activities.
- To supervise students on visits, trips and out of Academy activities as required.

### **Other Considerations Relevant to the Role**

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

**Role Description**

# Supplementary Information

**NJC Pay Range**

Band E

**Standards and Expectations**

- 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/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

**Securing Policies and Compliance**

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

**Leading People and Managing Performance**

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

**Engagement with Stakeholders**

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

**Other Considerations**

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff***