

JOB DESCRIPTION

Lead Teaching Assistant

Title	Lead Teaching Assistant
Salary Grade	Grade G
Contract Type	Established, part-time (37), Term-time only (incl training days)
Responsible to	Head of Inclusion

Job Purpose:

To assist the Head of Inclusion with leadership tasks required for the effective delivery of SEN provision and differentiated learning within the Inclusive Learning Group

Summary of Key Tasks:

1.	Organisational/ and management responsibilities:
1.1	Oversee day to day running of the department, including: <ul style="list-style-type: none"> Lead on the formulating and modifying of TA timetables as appropriate in order to meet the needs of students with EHCP's and other students with SEN. Arrange short-term timetable changes required due to staff (TA) absence, in order to maintain support for specified pupils. As appropriate, brief TAs of timetable changes or other relevant issues prior to the first lesson. Supporting TAs in ensuring that they are present in lessons/sessions as specified on their timetables. Maintain timetables form the learning support area, covering all interventions and students on private study, including ensuring BROMCOM records are up to date for safeguarding purposes Monitoring and co-ordination of work for pupils with private study. Arrange duty rota's to ensure TA supervision of lunchtime clubs, homework clubs and other relevant duties outside of lesson times.
1.2	Take responsibility for maintaining the Learning Support Area and keeping its equipment in good order, delegating tasks as appropriate.
1.3	Work with the Exams Officer and SEN administrator to arrange additional exam provision, including access arrangement evidence and allocating staff to exam timetables
1.4	Oversee the testing process of students in order to assess progress, including regular screening of key students-
1.5	In conjunction with the Head of Inclusion, Assistant SENCO and ATA's, have an overview of the department intervention plans
1.6	In liaison with the Head of Inclusion, Assistant SENCo and SEN admin support, maintain SEN intervention records for students on the SEN register to ensure record keeping is in line with new CoP.
1.7	Support the training and development of Teaching Assistants, and develop their role within the school
1.8	Developing ipad use, and the opportunities for effective support provided by Teams and OneNote, including the use of ipads as a writing tool, and supportive apps.
1.9	Provide leadership within the SEN team in order to meet the school aims,
1.10	Attend reviews and meetings as directed by the SENCo, including primary school transition visits and meetings.
1.11	Work with the Assistant SENCo to carry out the Performance Management and Line

	Management of the SEN team.
1.12	Any other duties commensurate with the post as directed by the Head of Inclusion or the Headteacher.
2.0	Teaching and intervention responsibilities of a Lead TA
2.1	To teach some small intervention or lower ability classes as required by the timetable needs of the school.
2.2	<p>To oversee and develop the department interventions. This may vary depending on changing needs of pupils supported by the department.</p> <p>This would include:</p> <ul style="list-style-type: none"> • Have overview all interventions (including web based interventions). • Plan and deliver interventions to targeted pupils on own caseload, either to individuals or to small groups. • Support other members of the department to plan and deliver interventions, either to individuals or to small groups. • Meet with the Head of Inclusion and Assistant SENCO to discuss, adapt and modify interventions. • Liaise with external agencies as appropriate. • Liaison with parents, as agreed with Head of Inclusion.
2.3	Work with small groups of students on literacy, numeracy, thinking and problem solving programmes under the direction of the Head of Inclusion.
2.4	To produce and implement support of individual programmes, as part of an alternative package, timetabled under the direction of the Head of Inclusion.
2.5	Meet with the Head of Inclusion and Assistant SENCo at Faculty Meetings or otherwise to plan, implement and organise the delivery of interventions and differentiated provision within the Faculty.
2.6	Organise the creation of differentiated materials under the direction of the Head of Inclusion or Faculty Leader as appropriate.
2.7	Occasional full class cover supervision of appropriate groups as required, in support of the Head of Inclusion.
2.8	To be flexible with respect to daily working hours, in response to students' needs and the demands of the post.
3.	Tasks/Responsibilities of a Teaching Assistant:
3.1	Support individual students or groups of students in mainstream classes so that they can access the National Curriculum.
3.2	Teach small groups or individual students on a withdrawal basis under the direction of a teacher.
3.3	Listen to, counsel and advise students when necessary in order to raise their confidence and self-esteem.
3.4	Communicate with teaching/pastoral staff in order to give feedback and to let them know, when appropriate, if a student is experiencing difficulties.
3.5	Contribute to Annual Reviews, to keep records on students, and to progress reviews when appropriate. This is likely to include home-school liaison via teaching or pastoral staff.
3.6	Attend regular meetings with the Head of Inclusion.
3.7	Assist with maintaining the Learning Support Area and its maintaining its equipment in good order.
3.8	Assist with duties relating to creating resources.
3.9	Supporting students who require special arrangements in internal and external tests,

	examinations, assessments and assignments.
3.10	Supporting students who require assistance with physical care, e.g. feeding, toileting and hygiene matters.
3.11	Providing in-class support within the classroom under the direction of the classroom teacher and Head of Inclusion, assisting with behaviour, concentration, recording, reading, differentiation, social interaction etc.
3.12	Accompany students on educational visits, interviews etc, as directed by the Head of Inclusion.
3.13	Provide break-time and lunchtime support for specified students as directed by the Head of Inclusion.
3.14	Support Personal Development Activity sessions and Extra-curricular activities as appropriate.
3.15	Take responsibility for own professional development, participating in training and attending courses as directed by the Head of Inclusion.
4.	Whole school expectations:
4.1	Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
4.2	Be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection.
4.3	Attend relevant briefings and school meetings as required.
5.	Aptitudes:
5.1	Communicate effectively with staff at all levels within the school.
5.2	Relate well to young people.
5.3	Be supportive of an effective safeguarding culture within the school.
5.4	Take initiative and work independently.
5.5	Work to high levels of accuracy.
5.6	Practice and plan to ensure completion of tasks.
5.7	Empathise and interact with young people in an appropriate manner.
4.	Skills:
5.1	ICT competence.
5.2	Problem solving.
5.3	Negotiation.
5.4	Delegation
5.5	Organisational/administrative.
5.6	Forward thinking
5.7	Communication
5.8	Ability to work positively and effectively with young people.
6.	Characteristics:
6.1	Excellent attendance record.
6.2	Sense of humour.
6.3	Hard working.
6.4	Willingness to be flexible and work to meet the best interests of the school.
6.5	Willingness to undertake training in order to achieve appropriate qualifications.
6.6	Self motivated.
6.7	Team worker.
6.8	Presence.

Job Description updated by MNE & RW

Date: November 2022

Signed by post-holder:

Date: