**Pond Meadow School**

**Job Profile: Lead Teaching Assistant**

**JOB DESCRIPTION**

**Organisational Relationships:**

Responsible to: Class Teacher, Phase Manager

**Job Purpose:**

Under the guidance and supervision of the class teacher or line manager:

* In line with the school vision and values: promote learning, equality, respect and independence.
* To enable access to learning for all pupils and assist the teacher in the management of pupils and the classroom.
* To undertake learning, care or support programmes for individuals or groups of pupils.
* To support programmes for teaching communication, literacy and numeracy as well as to work with pupils on their Individual Education plans, assisting pupils to access the full curriculum.
* To help organise personalised classroom activities, prepare resources and maintain the learning environment. This will include mounting displays that reflect the work of the students.
* Monitor pupil progress and contribute to future planning as part of a team. Maintain records and pupil files.
* Provide support for pupil’s emotional and social development by encouraging and modelling positive behaviour in line with the school’s vision and values, Behaviour Policy and individual Positive Behaviour Support Plans/Risk Assessments.
* Ensure the physical welfare of pupils and assist them with physical needs adhering to manual handling guidelines as appropriate and agreed.
* Use skills and talents to lead extra-curricular activities for small groups of students.
* Communicate and liaise with other members of the school staff and the multi-disciplinary team to carry out therapy programmes and ensure the most effective academic, emotional and social provision. This may include taking part in hydro-therapy and swimming sessions.
* Supervise pupils in the playground and other lunch time activities including organising/structuring appropriate play time activities to promote self-occupation skills and independence.
* Supervise students from transport in the morning and on again in the afternoon, relaying any messages from parents or escorts to the relevant professional.
* Support pupils in any personal care programmes, including dressing, feeding and toileting for those where this is applicable. To clear up hygienically after any toileting or illness mishap.
* Administer medication or medical interventions e.g. gastrostomy feeds, suctioning, oral medication (when mutually agreed with the school nurse and after specific training by medically trained staff – this will be carried out under their supervision until such time as their competencies are signed off and the staff member themselves are confident to carry them out).
* Attend outings with students and provide care and learning activities in accordance with school policies and safety guidelines, including reading and adhering to risk assessments.
* Support students during transitions in their lives working with colleagues to support students through difficult times.
* Participate in policy review and in giving feedback on documentation.
* Promote equal opportunities within the school
* Be responsible for promoting and safeguarding the welfare of children.
* Maintain confidentiality in and outside the workplace.
* Undertake any other reasonable duties from time to time as may be directed by the head teacher or his / her nominee.

**Assessment**

* Observe and report on student performance both through verbal and written means, adhering to agreed formats.
* Contribute to maintaining student records with the class teacher ensuring they are updated at agreed time intervals and that contributions are accurate and up to date.
* Contribute to the school’s assessment and monitoring processes to support pupil progress.

**Personal and Professional Conduct**

* To actively promote and demonstrate the school vision and values, policies and practices of the school and maintain high levels of attendance and punctuality.
* To lead by example and be a positive role model to all colleagues.
* To work flexibly across the school in the best interests of the children as deemed necessary by the Senior Leadership Team.

**Teaching and Learning**

* To lead the class team and direct the work of other adults supporting learning in the absence of the teacher.
* Assist with the delivery of the curriculum and activities as planned by the class teacher. To use initiative to extend and assess activities as appropriate.
* Contribute to the planning of learning activities, including discussing expected learning outcomes with the teacher, agreeing upon success criteria and providing feedback for the teacher on progress towards outcomes.
* To teach classes following teacher planning in the absence of the class teacher. This would include Planning, Preparation and Assessment (PPA) cover and any other short-term absences.
* Work with individuals and groups of children to plan and deliver specific curriculum subjects or interventions under the supervision of the class teacher.
* Use specialist skills and training to implement strategies identified in pupil’s IEP’s that will benefit the children and raise standards.
* Create a positive working relationship and environment conducive to effective learning for students with severe learning disabilities.
* Utilise ICT and specialist communication devices and resources to support student’s learning effectively.

**Developing and Supporting Others**

* Take an active role in developing and supporting colleagues in the team. Ensure everyone is aware of their role and the tasks they need to complete. Encourage colleagues to develop their skills and work to improve the performance of all.
* Be responsible for supporting the induction process of teaching assistants in the class team.

**Health and Personal Care**

* Take a lead in responding to minor health problems in the class, by taking part in relevant health training, dealing with minor accidents and injuries and ensuring these are reported using agreed school structures.
* To be responsible for administering medication to pupils and supporting other trained staff to so.
* To support students in their learning by carrying out personal care routines.

**Wider School Responsibility**

* To be responsible for the development and management of a specialist area in school, including supporting the leader of this area.
* Provide positive and supportive feedback to students and parents. Recognise the contribution that parents and carers make to the development of young people.
* Communicate with therapists and contribute to and follow pupil’s individual therapy programs.
* To attend meetings and liaise with support services and outside agencies as required.

**Safeguarding and Behaviour**

* Organise and manage the classroom environment and learning activities in a way that keeps pupils safe.
* To follow class risk assessments for activities on and off-site.
* To follow and contribute to the school’s safeguarding systems in a timely and accurate manner, ensuring that all concerns are raised and followed up whilst adhering to confidentiality.
* To support pupils in their learning while working consistently to implement strategies in the individual behaviour risk assessment and support plans.

Please note that this is illustrative if the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that you may be required will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the class teacher, phase manager or member of the Senior Leadership Team.

This job description and person specification may be amended at any time in consultation with the postholder.

Last Review: 06.05.2021

Next Review: 06.05.2024