

# Role Description

## Lead Teaching Assistant

<b>NJC Pay Range:</b>	Band E
<b>Responsible For:</b>	Teaching Assistants
<b>Responsible To:</b>	SENDCo

### Main Purpose of the Post

- To work under the guidance of SENDCo to provide high quality SEND provision.
- The postholder will be part of the Inclusion team who will ensure that all aspects of the graduated response for each broad area are implemented robustly and effectively.

### Key Areas of Responsibility

- Oversee and be an advocate for a specific area of responsibility within Inclusion, contributing to the development of the graduated response across the school.
- Assist with the development and implementation of Individual Education Plans, ensuring plans are high quality and strategies support pupils to access all aspects of the school's curriculum.
- Contribute to the EHCP process, quality assuring that statutory provision is in place and that pupils are accessing high quality provision that is appropriate to their needs.
- Establish working relationships with other professionals, including external agencies to ensure that referrals are timely and professional advice is acted upon.
- Be responsible for the implementation of interventions, ensuring clear cycles of assess, plan, do, review are in place.
- Attend and contribute to meetings and the development opportunities across the Trust.
- Support other Teaching Assistants to support pupils and to implement interventions.
- Provide appropriate guidance and supervision and assist in the development of Teaching Assistants as appropriate.
- Be responsible for implementing and coordinating the associated paperwork at each stage of the graduated response.
- Be an advocate for SEND and work to forge positive relationships with parents, including providing relevant resources, providing systems of communication and attending meetings where appropriate.
- Attend relevant professional development opportunities and disseminate this to relevant departments.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the school.
- Support pupils consistently whilst recognising and responding to their individual needs, including supporting pupils in the classroom to access all learning activities.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Provide objective and accurate feedback and reports, as required, to the SENDCo and SEND Team.
- Be responsible for keeping and updating records, as agreed with the SENDCo, contributing to cycles of assess, plan, do, review.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.

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

- To work from an identified MLT Office location.
- To attend relevant meetings as required.
- To participate in training, learning activities and performance development as required.
- To assist with exam invigilation and student assessment where required.
- To work with flexibility, there may be occasions when the postholder is required to travel to and from Academies and other locations in the course of undertaking work duties for which the postholder is responsible for ensuring they have 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.***

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# 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.***