



JOB DESCRIPTION

JOB TITLE	Lesson Leader
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The St Leonards Academy
SALARY	Single Status Grade 5 points 12 to 13
RESPONSIBLE TO	Academy Staffing Manager
RESPONSIBLE FOR	NA
MAIN PURPOSE OF THE JOB	• In the absence of the class teacher, to provide lesson cover under the supervisory arrangements established by the Academy • When these cover arrangements are not required, to work as a teaching assistant (2) according to the requirements of the Academy
MAIN TASKS / KEY RESPONSIBILITIES	
1	To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
2	To develop curricular knowledge as required by the Academy
3	To apply the Academy's behaviour management policy and report any difficulties to the supervising teacher / Principal
4	To set homework previously prepared by the teacher and mark elements of classwork and homework under the guidance of the class teacher
5	To undertake observations of the students and contribute to students' records, and administer (and mark) class tests
6	To assume full responsibility for the organisation of class / department trips and outings including booking venues, coaches etc, liaising with parents and collecting money from students / parents
7	To supervise the work of the Teaching Assistant in the classroom in the absence of the class teacher
8	To attend Academy / department meetings to contribute to discussions about individual students
9	To attend Parents' Evenings as required to contribute to discussions about individual students



10	To work as a Teaching Assistant in support of the class teacher as required
11	To carry out all activities in such a manner that data protection requirements are met and are in line with the Academy's policies for Health and Safety, and Equal Opportunities
12	To participate in professional development activities and performance management activities as required
13	To undertake other reasonable duties as directed by your line manager
This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate. There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.	
Date: February 2020	
Additional Information	
• All Support Staff posts within the Academy are subject to a six month probationary period • This post is subject to a Disclosure and Barring Services (DBS) check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.	
The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.	

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

- 1.1 A good standard of education particularly in English and Mathematics

KNOWLEDGE AND EXPERIENCE

- 2.1 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 2.2 Knowledge of SEND Code of Practice
- 2.3 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students

KEY SKILLS AND ABILITIES

- 3.1 Ability to use language and other communication skills that students can understand and relate to
- 3.2 Ability to establish positive relationships with students and empathise with their needs
- 3.3 Ability to demonstrate active listening skills
- 3.4 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.5 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task



- 3.6 Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.7 Ability to carry out and report on systematic observations of students' knowledge, understanding and skills
- 3.8 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.9 Ability to offer constructive feedback to students to reinforce self esteem
- 3.10 Ability to work effectively and supportively as a member of the Academy team
- 3.11 Ability to work within and apply all Academy policies eg Behaviour Management, Child Protection, Health & Safety, Equal Opportunities etc

PERSONAL ATTRIBUTES

- 4.1 Commitment to the aims of the academies working together
- 4.2 Self-motivated with drive, initiative and high degree of pro-activity
- 4.3 Sense of humour and equable temperament with ability to remain calm and confident in challenging circumstances
- 4.4 Commitment to working as a positive and constructive team member
- 4.5 Commitment to Equal Opportunities