



## JOB DESCRIPTION

<b>JOB TITLE</b>	Lesson Leader
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The St Leonards Academy
<b>SALARY</b>	Single Status Grade 5 points 12 to 13
<b>RESPONSIBLE TO</b>	Academy Staffing Manager
<b>RESPONSIBLE FOR</b>	NA
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"><li>• In the absence of the class teacher, to provide lesson cover under the supervisory arrangements established by the Academy</li><li>• When these cover arrangements are not required, to work as a teaching assistant (2) according to the requirements of the Academy</li></ul>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
<b>2</b>	To develop curricular knowledge as required by the Academy
<b>3</b>	To apply the Academy's behaviour management policy and report any difficulties to the supervising teacher / Principal
<b>4</b>	To set homework previously prepared by the teacher and mark elements of classwork and homework under the guidance of the class teacher
<b>5</b>	To undertake observations of the students and contribute to students' records, and administer (and mark) class tests
<b>6</b>	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
<b>7</b>	To supervise the work of the Teaching Assistant in the classroom in the absence of the class teacher
<b>8</b>	To attend Academy / department meetings to contribute to discussions about individual students
<b>9</b>	To attend Parents' Evenings as required to contribute to discussions about individual students



<b>10</b>	To work as a Teaching Assistant in support of the class teacher as required
<b>11</b>	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
<b>12</b>	To participate in professional development activities and performance management activities as required
<b>13</b>	To undertake other reasonable duties as directed by your line manager
<p>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.</p> <p>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.</p>	
<b>Date: February 2020</b>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• All Support Staff posts within the Academy are subject to a six month probationary period</li> <li>• This post is subject to a Disclosure and Barring Services (DBS) check</li> <li>• 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.</li> </ul>	
<p><b>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.</b></p>	

## 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