



Job Description for Teaching and Learning Intervention Lead (TA4)

Job Title:	Teaching and Learning Intervention Lead (TA4)
Contract Information:	Term Time Only – which includes 3 training days for employees with under 5 years continuous service Permanent contract 37 hours per week, Monday to Friday with a 30-minute unpaid lunch Monday - 08.00 - 16.00 Tuesday - 08.00 - 16.00 Wednesday - 08.00 - 16.00 Thursday - 08.00 - 16.00 Friday - 08.00 - 15.30
Responsible to:	SENDSCO
Responsible for:	Teaching and Learning Intervention Lead (TA4) - Numeracy and Medical Lead
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Grade 6, scale points 19 to 24 Starting scale point is dependent on experience
Other:	Up to 2 months' notice period, depending on the pay point at time of leaving.

Background & Vision:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

Values:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

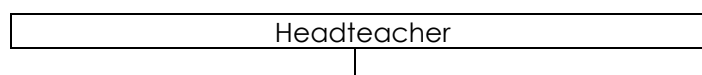
Integrity – Being honest and doing what is right.

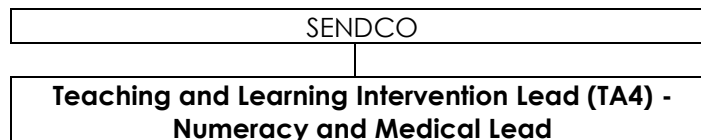
Respect – Being considerate and thinking of others.

Purpose of the job:

- Work with classroom teachers to raise the learning and attainment of students
- Promote students' independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning, make progress and experience a sense of achievement

ORGANISATIONAL CHART





CONTROL OF RESOURCES

Personnel: n/a

Financial: n/a

Relationships (internal and external):

- | | |
|-----------|---|
| Internal: | <ol style="list-style-type: none"> 1. Teaching and support staff within the school 2. Stakeholders of the school 3. Voluntary helpers 4. Students |
| External: | <ol style="list-style-type: none"> 1. Parents/Carers 2. Visitors to the School |

Health & Safety

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access. The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

DUTIES AND RESPONSIBILITIES:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies and resources to support the work of the teacher and increase achievement of all students with special educational needs and disabilities (SEND)
- Promote, support and facilitate the inclusion of students with SEND by encouraging and facilitating participation in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Plan and lead intervention sessions with small groups of students in numeracy.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to the class teacher
- Use ICT skills to advance students' learning
- To cover and lead class teaching as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of students in the learning activities

Medical

- To complete and update Medical Plans for students with medical needs
- To ensure the academy is compliant with the national standards for medical and storing of medication
- To update the medical policy and other related policies to ensure compliance.
- To monitor and review the standard operating procedures for medical including the storage of medication and update as appropriate following consultation with colleagues
- To maintain an update medical student register and share updates with staff
- To meet with parents and other stakeholders to plan, update and implement medical plans and complete PEPs for students are required.
- To maintain and update first aid records and boxes and review provisions regularly.
- To facilitate the training and support of first aiders in school

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers independently
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of students, and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

- Take part in the school's appraisal procedures

Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other

- High expectations of all SEND students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through coaching, observation, evaluation and discussion.
- To comply with the Data Protection Act and school policies and procedures.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the school's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the school's Equality Policy and to ensure that it is implemented within the service area of the post.

General Responsibilities:

- The post holder must ensure full commitment to the School/Trust vision, values and key priorities.
- The post holder must perform their duties in accordance with the school's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To appreciate and support the role of other professionals.
- To contribute to the Academy/Trust ethos, aims and development / improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development, as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To assist with the organisation, routines and upkeep of the working environment.
- To support with administrative duties as required.
- To always maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.

- To work and process personal and sensitive information in accordance with Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.
- The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's Health & Safety Policy and the Health & Safety at Work Act, 1974.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post holder may work across the Trust and spend time at each of the Academies, when required.
- The post holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.
- Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.
- This job description will be reviewed to reflect the plans, growth and development of the school.

Review of Performance:

- Performance Management reviews will focus on the post holders' responsibilities.
- This job description may be amended at any time in consultation with the post holder.

Information for all applicants / post holders:

- Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.
- The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.
- We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.
- We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date