Job Description: Lead TA Level 4 and Hub Lead TA

Job title: Teaching Assistant

Salary: Scale 4

Contract type: Permanent

Reporting to: Head of School/SENDCo/Trust Inclusion Lead

Main duties and responsibilities

1. To complement the work of teachers by taking responsibility for agreed learning activities both in and out of school, under an agreed system of supervision that supports the teacher with learning outcomes.

2. To provide high quality support in relation to the raising of educational achievement and to encourage pupils to become independent learners.

3. To coordinate with the class teacher and SENDCo to organise, facilitate and support pupils when in the SEND Learning Hub.

Specifically

1. To deliver learning activities that enable the development of pupils, adjusting activities according to pupil's responses/needs.

2. To support and deliver agreed learning activities whole classes/groups in the absence of the teacher.

3. To provide targeted high-level support for any pupils identified by the SLT, whether individually or in groups, using activities planned by the teacher.

4. To effectively use IT to support learning activities and develop pupil's competence and independence in its use.

5. To monitor and assess pupils, recording and reporting on pupil achievement, progress and developing against pre-determined learning objectives.

6. To discuss and review the required support and delivery of learning provided on a regular basis with the teacher.

7. To work within the schools' agreed procedures, specifically in relation to teaching and learning, inclusion and behaviour and discipline policies.

8. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, using agreed procedures.

9. To support the emotional well-being of pupils to ensure they are happy and are able to learn.

10. To support the development of and implement provision maps and/or Personalised Learning Plans and to promote the inclusion of all pupils within the classroom and hub.

11. Promote independence using strategies to recognise and reward achievement of self-reliance.

12. To establish productive relationship with pupils and the setting of high expectations and to organise and manage appropriate learning environment and resources.

13. To effectively contribute to multi agency working to support pupil's development and liaise with parents/carers regarding pupil achievement and other associated matters.

14. Direct the work, where relevant, of other adults in supporting learning within the Learning Hub.

15. To carry out any other duty as directed by the line manager and commensurate with the responsibility level of the post.

16. To carry out all duties of the post, in line with the school's equal opportunities policy.

17. To work within the school's health and safety policies/procedures.

18. Knowledge / Skills: A high standard of literacy and numeracy skills

Other
Assisting with any other duties of a similar level of responsibility as required by the Head of School.

Signature: Date:

Line Manager Signature:

Endeavour Partnership Trust
Excellence Through Partnership

Person specification

CRITERIA	QUALITIES
Qualifications and training	o Level 4 or above TA qualification o ASD specialist training o First-aid training, or willingness to complete it
Experience	o Experience working in a school environment or other educational setting o Experience working with children / young people o Experience planning and delivering learning activities o Experience of planning and leading teaching and learning activities (under supervision) o Experience of working with children who have multiple and complex special educational needs o Experience liaising with external agencies to support pupils with SEND
Skills and knowledge	o Good literacy and numeracy skills o Good organisational skills o Ability to build effective working relationships with pupils and adults o Skills and expertise in understanding the needs of all pupils o Knowledge of how to help adapt and deliver support to meet individual needs o Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils o Excellent verbal communication skills o Active listening skills o The ability to remain calm in stressful situations o Knowledge of guidance and requirements around safeguarding children o Good ICT skills, particularly using ICT to support learning o Understanding of roles and responsibilities within the classroom and whole school context o Understanding of effective teaching methods and adaptations for pupils with SEND o Knowledge of how to successfully lead learning activities for a group or class of children o Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support o Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	o Enjoyment of working with children

	o Sensitivity and understanding, to help build good relationships with pupils o A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school o Commitment to maintaining confidentiality at all times o Commitment to safeguarding pupil's wellbeing and equality o Resilient, positive, forward looking and enthusiastic about making a difference o Capacity to inspire, motivate and challenge children and young people

Notes:

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