



## Job Description and Person Specification for Lead Teaching Assistant

**Post Held:** Lead Teaching Assistant

**Responsible to:** Extended Leadership Team

**Liaises with:** Class teacher, Teaching assistants, Senior Lead Teaching Assistants, AHT, FLO team, SEN team, SLT

**Salary:** Bucks Pay 3

### Job Purpose

- To work with class teachers as a leader to support learning in line with the National Curriculum, codes of practice and school policies and procedures
- To have leadership and management responsibilities of leading the teaching assistants in a year group
- To support the teaching assistant team to be excellent practitioners
- To cover teaching of classes

### Leadership & Management

- Manage the work, deployment and development of Teaching Assistant Team
- To support the work of the teachers and teaching assistants, contributing to planning, development and decision making and undertaking related administrative duties
- Monitor the scheduling and delivery of intervention programmes as directed by the SENDCo
- Monitor and evaluate the success of the teaching assistant team, holding all staff to account, including leading on Performance management and appraisal

### Teaching and Learning

- Cover lessons as necessary under the initial direction of the class teacher, following agreed lesson plans, deliver teaching to support the learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback
- Delivering interventions and booster sessions to groups of pupils
- Supervise whole groups in particular curriculum activities and the class for agreed periods
- Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, pupil targets, SEN documentation, intervention logs, provision maps
- Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils
- Assist in the educational, social, emotional and personal development of pupils under the direction and guidance of the class teacher, SEN team and Extended Leadership Team
- Assist in ensuring the team implement SEN Support Plans, EHCPs, IPMs and interventions for pupils and help monitor their progress
- Provide support for individual pupils within the classroom, or in particular cases outside of the classroom, to enable them to participate fully in curriculum activities
- Enable pupils to learn effectively on an individual, small group or whole class basis by;
  - clarifying teacher instructions
  - motivation and enthusing
  - simplifying or re-phrasing tasks
  - helping the pupil to stay on task
  - helping the pupil to select and use appropriate resources

**Relations with pupils, teachers, other professionals and parents**

- Ensure TAs in the team assist the teacher in promoting the general progress, well-being and positive behaviours and attitudes of pupils, by fostering respectful and supportive relationships
- Ensure TAs in the team motivate and encourage pupils by building on their strengths and improving areas of weakness
- Ensure TAs in the team work with any other professionals, such as physiotherapists, speech therapists and occupational therapists, as and when necessary
- Ensure TAs in the team safeguard the health and safety of pupils, with particular reference to child protection
- Ensure TAs in the team assist the teacher in liaising effectively with parents and carers by contributing to any oral and written assessments and reports relating to the attainment and achievement of pupils and discussing monitoring progress toward appropriate targets
- Ensure TAs in the team maintain and respect confidentiality and professional conduct
- Ensure TAs in the team provide assistance to any named pupil during internal and public examinations through reading, transcribing or amanuensis

**Administrative and clerical tasks**

- Ensure TAs in the team assist teachers on playground duty as required, including the administration of First Aid
- Record keeping and filing
- Stocktake and audit
- Undertake any further responsibilities reasonably requested by the headteacher or his representative

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least NVQ level 3</li> <li>• GCSE Mathematics and English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>• Proven impact on pupil progress and/or self-esteem as a teaching assistant</li> <li>• Experience of managing and supporting children in meeting learning outcomes and success criteria</li> <li>• At least 2 years' experience of being a TA</li> <li>• Successful experience working with pupils in a school/ academy</li> <li>• Demonstrate the ability to be an outstanding teaching assistant</li> <li>• Good time management and organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using electronic data entry systems</li> <li>• A knowledge/understanding of the primary school curriculum</li> <li>• Experience at and a commitment to maintaining and developing extra curricular activities in the school</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>• Management experience, or the ability to manage a team</li> <li>• Effective communicator to children and adults</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership experience of a large team</li> </ul>
<b>Professional Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Understanding how children learn and how their individual needs may be assessed and met</li> <li>• Understanding how to motivate, enable and empower children</li> <li>• Ability to demonstrate a good basic literacy, numeracy and ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a large school</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A sound primary school philosophy that values the whole child</li> <li>• Team player</li> <li>• Adaptable, flexible and solution-driven</li> <li>• Enthusiastic, positive, committed and hardworking</li> <li>• Confidentiality</li> </ul>	