



JOB DESCRIPTION

JOB TITLE: Lead Teaching Assistant- Literacy

Purpose:	Leader within Inclusion Teaching Assistant Team to support co-ordination of processes and practice, in particular those relating to literacy intervention and support.
Reporting to:	Assistant Headteacher – Inclusion Lead Deputy Inclusion Lead
Responsible for:	
Liaising with:	Assistant Headteacher – Inclusion Lead Deputy Inclusion Lead Teaching Assistants Curriculum and Culture Lead of Hub Well-being, Mental Health and Hub support Senior Progress Co-ordinators Assistant Head of Key stages ¼ Student and Families Welfare Officer Education Welfare Officer Year Leads Heads of department. External Agencies such as TIC+/CAMHS/ YMM Teaching Staff Learning Mentors. Parents Students
Working Time:	Approx. 30 hours per week over a minimum of 4 days on site. To be discussed at interview and with successful candidates. Term time only Equivalent to 38 weeks
Salary/Grade:	Grade 6 Point 13-20
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	August 2023



<p>MAIN (CORE) DUTIES The specific duties and responsibilities pertaining to the role are to be read in conjunction with the School's Safeguarding Policy, Behaviour Management Policy, Wellbeing and Mental Health Policy and related Protocols which should be complied with at all times.</p>	
<p>Support for Staff</p>	<ul style="list-style-type: none"> • To actively engage in the delivery of the educational work programme and activities developed by teaching staff within classrooms and smaller group work. • To assist the teaching staff in the planning of work programmes for individuals and groups of children, particularly those with SEND. • To provide advice and guidance to team members regarding good classroom practice. • To provide information relating to student progress for parents and carers, teachers and senior leaders upon request and organise Teaching Assistant feedback for student reviews. • To act as appraiser for Teaching Assistants in Inclusion Team • To plan and deliver aspects of CPD/training to Inclusion Team members and wider staff especially those related to support/intervention of literacy skills.
<p>Support for Students</p>	<ul style="list-style-type: none"> • To deliver literacy interventions according to the instructions given by the Inclusion Lead or Deputy Inclusion Lead and to provide feedback regularly and measure progress and impact of your intervention. • To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development. • To supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development whilst in the classroom with the classroom teacher. • To undertake those activities necessary to meet the physical and emotional needs of individual or groups of pupils including children with educational, physical or emotional special needs. • To undertake those activities necessary to foster the intellectual and social development of children. • To monitor individual pupils and to report problems and concerns to designated supervisor. • To promote and support the inclusion of all students, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work. • To meet with students to complete and update student passports.
<p>Administration</p>	<ul style="list-style-type: none"> • To maintain records of student work completed and any progress concerns, where appropriate and directed to do so • To maintain records of student interventions on Provision Map.
<p>Other related duties</p>	<ul style="list-style-type: none"> • To support student personal organisation and communication with home, where appropriate and directed to do so • To organise and safely manage the appropriate learning environment and resources in Hub Intervention spaces, including displays.



	<ul style="list-style-type: none"> • To provide cover for Hub classroom staff as required. • To liaise with external agencies as required. • To provide tours of the school for prospective parents/students • To support induction of new staff in the Inclusion Team
<p>Other possible duties</p>	<ul style="list-style-type: none"> • To complete assessments with students such as spelling, NGRT, diagnostic assessments. • To select and prepare appropriate resources for interventions. • To act as a Teaching Assistant mentor for apprentices. • To organise year 6 transition visits for students with EHCPs. • To support transition processes by completing Student Passports using collated information and ensuring necessary provisions are in place. • To timetable Teaching Assistant deployment for lessons, cover and exams. • To collect supporting evidence and documentation for Access Arrangements. • To complete and review My Plan documentation for SEND students.
<p>Essential Skills & Qualification</p>	<p>Relevant Professional Qualification:</p> <ul style="list-style-type: none"> • Teaching <p>or</p> <ul style="list-style-type: none"> • Social Work <p>or</p> <ul style="list-style-type: none"> • Nursing <p>or</p> <ul style="list-style-type: none"> • Physio and Speech Therapy <p>(Where the qualification is regarded as directly relevant to the needs of the job)</p> <p>Or</p> <p>Others qualification such as:</p> <ul style="list-style-type: none"> • Certificate of the NNEB • NVQ Level 3 Childcare in Education • BTEC National Diploma in Childhood Studies • City & Guilds Certificate in Learning Support (plus 3 years relevant experience) • City & Guilds Advanced Certificate in Learning Support Relevant Professional <p>Other Skills including:</p> <ul style="list-style-type: none"> • Understanding of effective teaching methods • Knowledge and experience of how to successfully lead literacy based interventions for a student/group of students. • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice • Good working knowledge and understanding of IT and ability to use word-processing and spreadsheet software • Good knowledge of SIMS and Provision Map (desirable).



Essential personal attributes	<ul style="list-style-type: none">• Ability to work as part of a team and on own initiative and with resilience.• Self-motivating with the ability to multi-task• Good interpersonal skills, and the ability to enthuse and motivate others.• Good communication skills and ability to work with people at all levels.• To be flexible and adaptable.• The ability to remain calm under pressure and take the initiative where required• Good organisational skills and the ability to manage workload and meet deadlines.
Practical Skills	<ul style="list-style-type: none">• Ability to communicate with young people, both individually and in a group setting, with expertise in building positive relationships with students who present more challenging behaviour.• Able to communicate well and build constructive relationships with parents and carers• Able to develop and maintain close links and work effectively with teaching staff across the school• Able to gather information and produce reports and keep accurate and timely records.• Confident user of ICT. Must be numerate and well organised.• Good planning and organisational skills and a flexible approach to the management of work.• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.• Ability to prioritise own workload
Staff Development	<ul style="list-style-type: none">• To take part in the school's staff development programme by participating in arrangements for further training and professional development.• To engage actively in the Performance Management Review process.



EMPLOYEE RESPONSIBILITIES:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meeting its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking / Vaping policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Postholder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Business Manager) **Date :** _____