**Ursuline College**

**Job Description/Person Specification**

**Lead Teaching Assistant – Reading Specialist**

**Line Manager:** **SENCo**

**Grade:** KR6

**Hours per week:** 30

**Weeks per year:** 39

**Main Purpose of Job:**

***Ursuline will be working in partnership with ‘Thinking Reading’ to eradicate illiteracy. Thinking Reading is a 1-1 programme that will benefit students whose reading age is 2 years or more below their chronological age in Year 7-8 and 3 years or more below for Year 9-11. Thinking Reading specifically focuses on students who cannot decode.***

Ursuline College All Staff Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
* To be aware of and 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 and support difference and ensure equal opportunities for all.
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development.

**General Duties:**

* To uphold the Catholic Ethos of the school.
* To take part in/help organise Parents' Evenings, assemblies, and other House events.
* To support with detentions.
* To maintain complete and accurate student and House records and reports in electronic and/or paper formats.
* To ensure that all SIMS student data is accurate and complete at all times.

**Reading Intervention responsibilities include (but not limited to):**

* Consistently delivering excellent 1-1 lessons
* Thoroughly planning lessons so that students’ make better than expected progress.
* Using data to inform planning to ensure students only learn what they don’t already know to ensure they are not removed from curriculum time unnecessarily.
* Ensure that all materials once used are returned and filed correctly for ready access by other team members.
* Ensuring that all materials requiring photocopying, laminating or reproduction are produced and filed in a timely manner.
* Maintaining the teaching environment as calm, clean, tidy, and attractive to promote students’ security and enjoyment of lessons.
* Monitoring the progress of all students through inspecting students’ intervention notes, reading level progress, meeting with the Reading Intervention Lead to discuss the details of students’ progress.
* Raising queries or concerns about student progress with Thinking Reading in a timely manner so that students’ needs can be met promptly.

**Teaching Assistant responsibilities include (but not limited to):**

* To liaise with class teacher as needed before, during and after lessons in order to help to facilitate good progress for pupils.
* To utilise knowledge of reading to support students in and out of lessons
* To support pupils in accessing learning activities as directed by the teacher.
* To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
* To assist teaching staff with learning activities, ensuring health and safety and good behaviour of pupils, including off-site activities
* To supervise and support students as required during social time.
* To act as a key worker, by negotiation for individual pupils
* To participate as required in meetings with external agencies and parents to review student progress, as directed by the SENDCO.
* To undertake basic record keeping/sharing in respect of pupil learning, behaviour management, child protection etc
* To be aware of and comply with school policies and procedures relating to child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professional to enable the school to fulfil its development plans.
* To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* To participate in the school’s annual system of Performance Management and to maintain a CPD portfolio.
* To be alert to the health and safety of the working environment and to advise teachers of any health and safety concerns.

**Other:**

* To continue own professional development and keep a Personal Professional Development Record, participating fully in training and other learning activities as required or directed.
* To actively promote all aspects of the school’s SEND provision in a positive way and work effectively as a team member
* To provide a positive role-model in terms of timekeeping, dress code and work ethos and follow the School’s Child Protection and Safeguarding procedures.
* To support the maintenance management of health and safety in accordance with the health and safety policy
* To contribute to the promotion and effective implementation of the school’s SEN, Equality and Diversity Policies
* All employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.
* This role may require one to undertake any other reasonable tasks as required by Executive Principal/Academy Principal/SENCo
* To act as a tutor and/or academic mentor.

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| *This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation of the post holder’s professional responsibilities and duties.*  *The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College’s policies and procedures.* |

**Person Specification:**

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|  | Essential | Desirable |
| Qualifications | 1. At least a GCSE Grade 6/B (or equivalent) in English or a Foreign Language | 1. Further professional qualification |
| Specific Skills, Experience and Knowledge | 1. Experience working with young people in a school/education setting. 2. An excellent grasp of communication and be pedantic about spelling, punctuation, and grammar. 3. Confidence working in a fast-paced environment with multiple deadlines. 4. Experience in a range of strategies to motivate, support and encourage young people. 5. Drive to improve your own CPD through taking part in webinars, joining community groups and reading blogs/books on the subject. | * Knowledge of NGLR testing * Knowledge of ‘Thinking Reading’ programme. |
| Personal Qualities | 1. Ability to develop good working relationships with a wide range of people. 2. Commitment to working with students, parents and carers of different backgrounds and different levels of ability. 3. Enthusiasm for subject, for teaching and for working with children. 4. Excellent communication abilities. 5. Patience and a good sense of humour. 6. Supportive of the School’s Catholic Ethos | 1. Desire and potential to progress to further promotion |