Laleham Gap School Job Description

**Job Description:** **Teaching Assistant – Level 4**

**Secondary Resource Manager**

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| **School:** | **Laleham Gap** |
| **Grade:** | **KSE plus SENA** |
| **Responsible to:** | **Deputy Headteacher – Curriculum and Learning** |

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range.

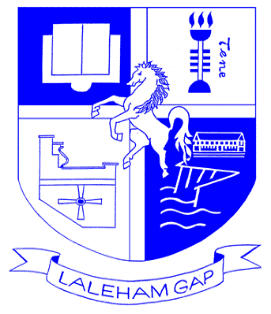
Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

**Key duties and responsibilities:**

* Take a role in the recruitment and induction of new Teaching Assistants.
* In cooperation with the school leadership team, prepare timetables for Teaching Assistants in the secondary department.
* In cooperation with the school leadership team, produce rotas for duties at break and lunchtimes, including the facilitating of clubs and activities for pupils in the secondary department.
* Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
* Facilitate smooth transitions for pupils between break and lesson times.
* To undertake ‘return-to-work’ interviews for Teaching Assistants in the secondary department.
* In cooperation with the examinations officer, produce rotas for staff to support examinations, including provisions for pupils who have access arrangements in place. In some cases be required to invigilate exams and tests.
* To conduct appraisals for up to 6 Teaching Assistants in the secondary department.
* To coordinate and keep records of meetings for Teaching Assistants in the secondary department.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, implementing support programmes to resolve any problems. Consult with subject leader as required.
* Plan and evaluate specialist learning activities with the teacher, writing of reports and monitoring of records made by TA’s.
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* To provide support for pupils with complex social and emotional well-being needs.
* To carry out medical and first-aid duties, including the administration of controlled drugs. Support with stock checks and keep up to date with Medical admin as part of the Medical team.
* Teaching Assistants in this role are expected to undertake the following:
  + Provide specialist support to pupils where English is not their first language.
  + Provide specialist support to gifted and talented pupils.
  + Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). Cover the Year 7 & 8 teaching assistants (level1 and LSU). Provide specialist support to all pupils with an EHCP/Statement
  + To co-ordinate on planning, organising and implementing individual development plans for pupils (such as provision maps/EHCP provision plans), including attendance at, and contribution to, reviews.

* Provide support for the class teacher and colleagues in the manual handling and/or physical interventions of pupils to ensure pupils’ wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
* Guide and support pupils in their personal, emotional and social development.
* Assist with the school’s morning and after school pupil transport arrangements.
* Check and authorise overtime timesheets for Teaching Assistants in the secondary department.
* Escort and supervise pupils on educational and out of school activities including 1:1 support where appropriate.
* Supervise the work of other support staff/trainees.
* Prepare and present displays.
* Be responsible for the preparation, maintenance and control of stocks of materials and resources.
* Attend to personal care needs to ensure pupil’s wellbeing and health and safety.
* Attend Professional Development meetings – these will be specified within your contract of employment.
* Apply Mental Health First Aid training to enhance the wellbeing of all pupils and staff.
* Coach and mentor level 1, 2 and 3 TAs to enhance their professional development.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Any other duties or tasks appropriate to the grade of the post assigned by the Senior Leadership Team.
* In absence of Key stage lead, support and take calls in the morning for staff sickness.
* Oversee Reward shop and coordinate shop accessibility, ordering of items, budget holder. Managing the monies for rewards.
* Support interview process.
* Support Induction process

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Laleham Gap School Person Specification

**Person Specification:** Teaching Assistant – Level 4

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 3 Diploma (or equivalent). * Mental Health First Aid or willing to undertake training * Safe handling of medication or willing to undertake training |
| **EXPERIENCE** | * At Least 2 Years Successful relevant experience of working with children. * Writing, implementing and reviewing risk assessments and behaviour plans * Writing professional reports and use of Microsoft Software |
| **SKILLS AND ABILITIES** | * Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour in line with individual support plans. * Leadership qualities – ability to lead and co-ordinate a project or a team * Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use. * Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. * Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. * Good influencing skills to encourage pupils to interact with others and be socially responsible. * Ability to establish and maintain professional working relationships with families, carers and other professionals |
| **KNOWLEDGE** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. * Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. * Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience. |