

**Tel: 01474 365485**

**Ifield School**

**Cedar Avenue**

**Gravesend**

**Kent**

**DA12 5JT**

**Fax: 01474 569744**

**Email: office@ifield.kent.sch.uk**

**Web: www.ifieldschool.com**

****

**Mrs Maddie Arnold-Jones**

**Headteacher**

**JOB DESCRIPTION – Teaching Assistant Learning Lead (TALL)**

**NAME:**

**POST:** Teaching Assistant Learning Lead (TALL)

**SALARY:** Kent Scheme C

Plus SEN Allowance

**LOCATION:** To work across Primary, Secondary or Sixth Form Department of the School.

**PURPOSE OF JOB**

* To support the process of teaching and learning under the direction and guidance of the class/subject teacher to ensure that pupils make good or outstanding progress.
* To work as part of the school team and to support the educational, physical, emotional and social needs of the pupils.
* To lead lessons in the absence of a teacher using the relevant planning documents provided by teacher.
* To model and lead learning in a variety of different contexts, including leading a team of Teaching Assistants.
* Play a pivotal role in leading and supporting pupils during their breaks and lunchtimes.

**ACCOUNTABLE TO:**

1. Headteacher

2. Senior and Assistant Headteachers

3. Liaises with Class Teacher and Extended Leadership Team.

**RESPONSIBILITIES AND DUTIES:**

Teaching Assistant Learning Leads will work as part of a team with the class teacher and other support staff, being deployed in a variety of classes. Teaching Assistant Learning Leads will be responsible for implementing structured learning programmes and supporting pupils as individuals and in groups to access learning activities in and out of the classroom, under the guidance of the class teacher and/or Extended Leadership Team. They may also be required to teach whole classes occasionally during the day and also for short-term absence of Teachers for up to two consecutive weeks.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching Assistant Learning Leads make the education of their pupils their first priority, and are accountable for achieving the highest possible standards in work and conduct. Teaching Assistant Learning Leads act with honesty and integrity, maintain their knowledge and skills as Teaching Assistant Learning Leads up-to-date and are reflective of their practice. Teaching Assistant Learning Leads forge positive professional relationships and are positive role models to pupils and colleagues alike.

All Teaching Assistant Learning Leads must:

* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate sound curriculum knowledge
* Support well-structured lessons
* Respond to the strengths and needs of all pupils
* Make accurate and productive use of assessment
* Manage behaviour effectively to ensure a good and safe learning environment
* Fulfil wider professional responsibilities

**Personal and Professional Conduct**

A Teaching Assistant Learning Lead is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for a Teaching Assistant Learning Lead.

Teaching Assistant Learning Leads uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:

* Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
* Having regard for the need to safeguard pupils’ well-being in accordance with statutory provisions.
* Showing tolerance of and respect for the rights of others.
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**Teaching and Learning**

* Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Assistant Headteachers, Class Teachers and other professionals.
* Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
* Assist pupils in gaining social education. Duties may involve accompanying pupils and Teachers on journeys to local shops or helping pupils to learn how to behave in shops or use money or public transport.
* Assist Class Teachers with maintaining pupil’s records.
* Accompanying Teachers on educational journeys or on other offsite educational activities. Duties may include being asked to drive the school minibus or taking part in physical education activities.

**Administrative Duties**

* Prepare and present displays of pupils work in and outside the classrooms.
* Support Class Teachers in photocopying and other tasks in order to support teaching.
* Undertake other duties from time to time as the Headteacher requires.

**Other duties and responsibilities**

* Participate in the toilet training and the attainment of personal hygiene skills by pupils such as helping pupils to use a comb, clean teeth or ask to use the toilet. In some instances, duties may also involve bathing pupils after sickness or soiling as well as washing and drying their clothes. Some pupils may require incontinence pads to be changed.
* Where necessary operate individual feeding programme and help pupils to feed themselves. This may include cutting up food, helping pupils to use cutlery or in some instances, feeding the pupils.
* Teaching Assistant Learning Leads may be asked to learn First Aid techniques and apply them in caring for pupils in the school. This may involve administering medication to individual pupils.
* Fully engage in the school’s Appraisal process and proactively take part in arrangements for further training.
* Undertake professional duties that may be reasonably assigned by the Headteacher.

**“Only the best for Ifield School”**

* Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.
* Set a good example in terms of dress, punctuality and attendance.
* Attend team and staff meetings.
* Maintain, and care for equipment and toys used in the classroom.
* Be proactive in matters relating to health and safety.

**The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

|  |  |
| --- | --- |
| **Headteacher: Maddie Arnold- Jones** | **Name:** |
| **Signed:** | **Signed:** |
| **Date:** | **Date:** |