

Ursuline College



Job Description/Person Specification

Lead Teaching Assistant (Communication & Interaction)

Report to or Line Manager: SENCo

Grade: KR6

Hours per week: 30

Weeks per year: 39 (38 Term Time plus week INSET)
plus 5 weeks paid annual leave

Main Purpose of Job:

To work under instruction/guidance to support the delivery of quality learning and teaching. to help raise standards of achievement for all pupils and to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

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 be responsible for your own continuing self-development, attend and support appropriate meetings/courses and undertake any training as deemed necessary for personal development

Specific Duties and Responsibilities:

Planning and Preparation:

- In liaison with the SENCo identify target pupils using available data
- Using information and following guidance from external agencies develop programmes of intervention work for students with speech and language/communication needs
- Arrange timetable of intervention and/or classroom support by LTA and also for other TAs allocated to support C & I

Pupil Support:

- Under the direction of the SENCo/external agencies, undertake/supervise assessment of speech and language/C & I skills
- Arrange and deliver developmental speech and language intervention programmes (or other C & I related programmes) to individuals and small groups as appropriate

- Support and monitor colleagues (TAs) in the delivery of any C & I programmes
- Assess progress and impact of all interventions, and report on these to the SENCo
- Maintain appropriate standards of behaviour in accordance with school policy
- Support identified pupils in class with their speech and language/C & I needs
- Contribute to the implementation and review of IEPs and/or Provision Maps as directed by the SENCo
- Undertake additional duties in response to fluctuating demands and in response to the needs of the wider school community e.g.
 - In-class behaviour/academic support
 - Additional support for pupils who have alternative assessment arrangements (including acting as invigilator, scribe, reader etc. for internal/external exams)
 - Support activities for the wider school community e.g. vaccinations, photographs etc
 - Student mentoring
 - Administration support
 - Attendance on academic placement and school trips
 - Where necessary, support pupils' personal care needs e.g. toileting, changing etc
 - Undertake support activities outside of lesson time e.g. break/lunch time supervision.

Information Management and Communication:

- Co-ordinate and manage administration pertaining to communication and interaction support
- Monitor the progress and performance of individual pupils and keep records relating to pupils supported
- Assess and report on the impact of interventions
- Ensure relevant staff are informed of the timetable of interventions as directed by the SENCo
- Liaise/discuss/inform teaching staff regarding specific support which may be given to pupils with speech and language needs
- Liaise with the SENCo on all aspects of needs, support and progress of the pupils
- Inform the SENCo about the assessed impact of the interventions
- Attend relevant meetings as directed by the SENCo
- Work with external agencies to develop speech and language/C & I programmes for delivery in school

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
- A LTA may be required to undertake any other reasonable tasks as required by Executive Principal/Academy Principal/SENCo
- LTAs will be expected to act as a tutor and/or academic mentor

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:

Criteria		Essential Desirable	
Qualifications	A good standard of general education	✓	
	Educated to GCSE level or equivalent in English and Maths		✓
	Recent CPD relating to work as a TA		✓
Specialist Knowledge/ Experience	Familiarity with policies concerning Health & Safety, SEN and Equal Opportunities	✓	
	ICT skills including experience of Microsoft Office	✓	
	Good numeracy and literacy skills	✓	
	Previous experience of working with children and young people, preferably within an educational setting		✓
General and Personal Qualities	Excellent record of punctuality and attendance	✓	
	Ability to remain calm under pressure	✓	
	Able to work effectively as part of a team	✓	
	Willing to undertake relevant training to develop performance	✓	
	Ability to relate well to children and adults	✓	
	Ability to encourage pupils to interact with others and be socially responsible	✓	
	Supportive of the School's Catholic Ethos	✓	
	Desire and potential to progress to further promotion		✓

17 October 2019