**Enterprise Learning Alliance**

**JOB DESCRIPTION**

**Job Title: Lead teaching assistant (with additional cover teaching responsibility).**

**Responsible to: Head of Centre**

**Grade: KS5**

**Location: Enterprise Learning Alliance**

**Job Summary:**

To complement the professional work of all staff by taking a lead responsibility for behaviour monitoring and development of staff behaviour techniques. This may involve planning, preparing and delivering training sessions for individuals or groups of staff.

To cover any staff teaching absence, by fulfilling gaps in the teaching day.

**PRINCIPAL ACCOUNTABILITIES**

**SUPPORTING THE SCHOOL**

1. To be aware of school policies and procedures and follow the school’s ethos.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety, behaviour, positive handling, security and confidentiality - reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
3. To attend relevant meetings and contribute to the overall work/aims of the school, supporting the roles of other colleagues and professionals to enable the school to fulfil its development plans.
4. To identify personal in-service training needs and attend appropriate courses.
5. To liaise with teaching and non-teaching staff with regard to behaviour techniques/strategies.
6. To respect the confidentiality of sensitive information divulged by staff, parents and pupils.

**SUPPORTING THE TEACHER**

1. To support teachers in promoting good behaviour in the classroom and across the school
2. To support teachers in their delivery of a differentiated curriculum.
3. To assist teachers in observing and assessing individual pupils.
4. To identify or design suitable teaching materials to facilitate the learning of identified pupils, including the use of new technologies.
5. To provide regular feedback about pupil’s behaviour progress.
6. To liaise between pupil and teacher where appropriate.
7. To assist teachers in the implementation of pupils’ individual plans/provision maps.
8. To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher in delivering the specific learning programmes set for each pupil
9. To ensure that in any teacher absence, you provide cover teaching to ensure the lesson objectives are met.

**SUPPORTING THE PUPIL**

1. To establish a supportive and trusting relationship with pupils.
2. To be aware of pupils’ individual needs and the strategies most useful for addressing them.
3. To help pupils access the content of a lesson by providing differentiated material and/or clarification and explanation.
4. To motivate pupils and build up their self-esteem.
5. To help with the recording of work.
6. To encourage and keep on task those who find it difficult to concentrate.
7. To help pupils develop organisation skills and become independent learners.
8. To contribute to review meetings and monitoring procedure.
9. To liaise with outside agencies and parents.
10. To work on a one-to-one basis with pupils as appropriate and help them to meet their individual targets.
11. To follow any recommendations in pupils’ behaviour/learning/care plans as directed by the class teacher and/or SENCO.

**ADDITIONAL RESPONSIBILITIES WHERE APPROPRIATE**

1. Where necessary, support other teaching assistants.
2. Liaise between managers / teaching staff and teaching assistants.
3. Lead team meetings with teaching assistants.
4. Co-represent teaching assistants at teaching staff/management/other appropriate meetings.
5. Undertake mentoring for other teaching assistants.

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

**Person Specification**

1. Good English and Mathematics skills (equivalent to GCSE level, minimum C).
2. Successful relevant experience of working with pupils with challenging behaviour.
3. Good ICT knowledge (able to use Microsoft Office confidently).
4. Knowledge of policies and procedures relating to child protection, health, safety, equal opportunities and confidentiality.
5. Ability to manage whole class activities safely and use a range of strategies to deal with pupil behaviour.
6. Ability to communicate in English with pupils and adults at an appropriate level verbally and in written form.
7. Have the ability to relate well to pupils, understanding their needs and being able to respond accordingly.
8. Ability to work as part of a team and to co-operate with other staff.
9. Contribute to group planning, but also be able to work independently and on own initiative.
10. An understanding of classroom roles and responsibilities and the ability to use own personal initiative and to be pro-active in a range of situations.
11. A current first aid qualification or willingness to successfully complete first aid training.
12. Ability and willingness to participate in training activities within and outside school.
13. To be responsible for promoting and safeguarding the welfare of pupils and young people within the school.

Health & Safety

The post holder will:

* Work with due regard to health and safety to themselves and others and will abide by Learning Curve’s Health & Safety Policy.
* Support the Health & Safety Officer in the identification of potential health & safety risks to ensure that they are rectified appropriately and efficiently.

Confidentiality

* Employees and volunteers are expected to fully comply with the organisation’s confidentiality policy.
* All documents containing confidential information concerning the organisation or other service users or partners or staff shall be immediately surrendered onthe termination of employment or volunteering.

Safeguarding

* It is the responsibility of all employees to make the working environment safe and secure for all.
* Everyone must adhere to the 5 R’s in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral.
* The ELAcan only ensure its dedication to the protection of vulnerable people  with the full cooperation of I s employees.

Signed by Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_