



“Everyone is a family at William Rhodes.”

Year 1
child

JOB DESCRIPTION: Lead Teaching Assistant for Interventions

GRADE: Level 8

JOB TERM: Full Time

APPOINTMENT TERM: Permanent contract

HOURS: 33.75 hours per week, 39 weeks per year

RESPONSIBLE TO: SENCo, SLT, Headteacher and Governing Body

PURPOSE: The post holder must carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities:

1. To actively promote and take responsibility for the safeguarding of children including the need for confidentiality.

2. Working under guidance from the SENCo :

- Lead on the delivery of learning interventions,
- Deliver a wider range of interventions including Numeracy and Literacy, Cognition & Learning, SLCN and other interventions agreed by the SENCO
- In liaison with the SENCO, class teachers and SLT identify target pupils for screening.
- With support undertake/supervise this screening and identify areas of need.
- During interventions track progress and adapt programmes in the light of formative assessments
- Assess the impact of interventions and identify next steps
- Ensure learning in interventions is being transferred into the classroom
- Liaise with the SENCO to timetable interventions and in-class support
- Support colleagues (TAs) in the delivery of any SEN interventions
- Actively and positively promote all aspects of the school's SEND and Early Help provision.
- Contribute to the evaluation of intervention/ support programmes through formal and informal reviews by providing regular feedback
- Use information and follow guidance from external agencies
- Contribute, where appropriate, to reviews of pupils' EHCP's and Top Up Funding

3. Contribute to the health and well-being of pupils, and their social and emotional development by:

- Enabling Access to Quality First Teaching and the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing adapted resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
- Prepare and develop materials/resources for pupils' lessons in different formats (using ICT equipment if necessary).
- Promote and model our school values: ready, respectful, safe
- Support pupils in small groups under the direction of the class teacher
- Tend to pupils' personal care or physical needs as necessary.
- Undertake support activities outside of lessons e.g. break/lunch time supervision, homework/lunchtime club.
- Accompany pupils on off-site activities e.g. school trips.

4. Contribute to the management of pupil behaviour within school, in line with the school aims.

5. Liaise effectively and professionally with other team members, other outside agencies and parents.

6. Take an active role in identifying personal development objectives for both yourself and TA colleagues, making good use of development opportunities available:

- Assess development and training needs of Teaching Assistant Team and discuss with line manager.
- Undertake essential training to meet pupils' needs including safeguarding, moving and handling, first aid etc.
- Set targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate staff members when relevant.
- Participate fully in training and other staff development activities and keep records of all such activities
- Attend relevant meetings as directed.

7. Understand and comply with school's equal opportunities, health and safety, behaviour and other policies relevant to the duties.

8. To work within and encourage the school's Equality policy.

9. Undertake any other requests that may be reasonably regarded as within the nature of duties, responsibilities and grade of this post.

“Everyone is treated with respect and listened to.”