



JOB DESCRIPTION

Post details:

Job Title:	Lead Specialist Teaching Assistant
Grade:	S02 – 32.5 hours per week – Term Time Only
Department:	Woodbridge Park Education Service
Division/Section:	Children and Adult Services
Line Manager:	Curriculum Leader English, Drama, Literacy Dev.
Responsible to:	Head of Centre

Main Purpose of the Job

- To promote and develop the literacy levels of all students at the Centre.
- To be the 'Accelerated Reader' Leader for Aspire and Inspire.
- To support students who are disaffected with school, students who have been permanently excluded from school and students with SEN
- To contribute towards a positive learning culture that promotes success and personal well-being for all students and staff.

Main Responsibilities and Tasks

- To work individually with targeted students with weak literacy skills.
- To implement the SNAP Programme as Aspire and Inspire
- To assess and monitor progress in literacy by organising baseline tests on student entry to the service and re-testing when appropriate.
- To assess and monitor student attitude to learning using PASS.
- To maintain an up to date database of reading and spelling ages of students.
- To maintain a library of resources for staff to use with students who have literacy/numeracy needs.
- To support the students, teachers, parents and carers across the service.
- To report regularly to the Raising Standards Leader - English
- Report to staff on progress, as well as highlighting student needs in a class setting.
- To facilitate and support students in life skills groups.
- To assist with supported reading programmes.

A. SUPPORTING THE STUDENT

1. To provide academic support by:-

- To improve attainment levels
- To work with students on SALT strategies, recommended by the SALT Specialist
- Clarifying and explaining instructions

- Ensuring the student is able to use equipment and materials provided
- Motivating and encouraging the student as required

- Assisting in weak areas, e.g. language, behaviour, reading, spelling, handwriting/ presentation
- Helping students to complete work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with class teachers devising complimentary learning activities
- Making and maintaining appropriate resources under the direction of class or support teacher
- To support in off-site provision, including one to one delivery of learning, as directed by a member of the teaching staff.

2. To provide social support by:

- Establishing a supportive relationship with the students
- Encouraging acceptance and integration of students with special needs
- Promoting and reinforcing students' self-esteem
- To assist the student in developing appropriate behaviour
- Under the direction of appropriate professionals to assist in meeting the particular needs of the student, e.g. Educational Psychologist
- Establishing good relationships with parents and carers where appropriate
- Being responsible for promoting and safeguarding the welfare of students at the Centre

B. SUPPORTING THE TEACHER

- To assist in the development of suitable ISPs
- To maintain the students' support records for lessons attended
- To provide regular feedback about the students to teachers

C. SUPPORTING THE SCHOOL

- To work alongside teacher tutor as part of the pastoral tutoring system
- To develop a relationship to foster links between home and school where appropriate
- To liaise, advise and consult with other members of the team supporting the student when appropriate
- To contribute to reviews of the students' progress
- To attend relevant in-service training
- To follow school procedures and policies
- To work in a confidential manner at all times
- To adapt to a variety of education settings for the service, off-site and in supporting students reintegrating into mainstream schools if required
- Adhere and comply with school financial regulations
- Promote a positive image of the school in all contact with students, employers and professional bodies
- Carry out any other reasonably comparable duties that may be required from time to time
- Assist with supervision of students outside lesson time
- To undertake patrol duties as required to support student behaviour management for lessons
- To take part in the Service's Appraisal system in order to identify strengths and undertake relevant professional development to meet individual and service needs.
- You will need to be capable of using Team Teach restraint techniques as part of your day-to-day role within this job.

Local Authority Standards

Equal Opportunities

The Council has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety

The Council is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Signatures – Postholder and Line Manager

Signed..... Dated:.....
Postholder

Signed..... Dated:
Line Manager

The duties of this post will change and develop over time. It is the postholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

Although the Job Description links the post holder to be based at a particular centre, the headteacher can, with prior notification and consultation, re-locate the postholder to a different centre, to fit the needs of the service at any particular time.



March 2024