

**Lead Teaching Assistant**

The Macclesfield Academy, Park Lane, Macclesfield

Grade 7

£22,764.36 Actual Salary

Job Description & Person Specification

**Job Description**

**Reporting to**

SENCO

**Purpose of the role**

To take a lead in disseminating best practice in relation to the Teaching Assistant role, providing training, advice and support to staff that support teache**rs.**

**Main responsibilities**

1. To co-ordinate the deployment of teaching assistants including the construction of the teaching assistant timetable
2. To contribute to the induction programme for newly-appointed teaching assistants
3. To complete learning walks and lesson observations as part of the appraisal process for teaching assistants
4. To act as coordinator to teaching assistants on a daily basis
5. To oversee the deployment of teachings assistants in after school homework clubs
6. To lead on the CPD programme for teaching assistants
7. To liaise with outside agencies to ensure the requirements of SEND plans are met
8. To contribute to the planning and evaluation of learning activities for individuals and groups by liaising with the Intervention Lead
9. To monitor the use of tracking systems for pupils with SEND including CPOMS, SIMS and other internal tracking systems
10. To prepare paperwork and evidence for annual reviews
11. To hold team members to account to ensure that everyone behaves consistently with the Academy’s values and goals.
12. To use specialist knowledge and experience to provide appropriate support to pupils in relation to their individual abilities.

**Requirements**

1. Experience of leading a team
2. Experience of working with children or young people in education
3. Excellent communication and interpersonal skills
4. Excellent organisational skills and the ability to work in a fast-paced environment
5. Ability to work effectively as part of a team
6. Flexibility and adaptability to meet the needs of individual students
7. A commitment to promoting equality, diversity, and inclusion within the school community
8. Patience, empathy, and the ability to build rapport with students

**Other**

1. Putting children and young people at the centre of everything the Academy does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Academy to operate in a more effective and efficient manner for the benefit of stakeholders.
3. Adhere to the Academy’s policies on code of conduct, Safeguarding, H&S and Data Privacy.
4. Any other duties not specified, but are commensurate with the skills and knowledge of the post holder.

**Person Specification**

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|  | **Desirable**  | **Essential** |
| **Qualification** |
| Advanced qualification at Level 6 |  |  |
| Evidence of continuing professional development |  |  |
| Level 2 qualifications in English and Maths at Grade C/4 or above (or equivalent |  |  |
| **Experience** |
| Experience of working with secondary age students |  |  |
| Experience of leading a team |  |  |
| Experience of working with students with special educational needs  |  |  |
| Experience of delivering recognised programmes to small groups or individual pupils |  |  |
| **Knowledge & Skills** |
| Understanding of the role of support staff in promoting independence and achievement |  |  |
| Ability to work flexibly and constructively as part of a team and adapt approaches according to circumstances and the needs of other individuals  |  |  |
| Understanding of the importance of safeguarding in schools |  |  |
| Good ICT skills |  |  |
| Excellent organisational skills and timekeeping |  |  |
| Knowledge of effective learning strategies  |  |  |
| A willingness to keep up to date on best practice  |  |  |
| **Attributes** |
| A positive mind-set |  |  |
| Committed to deliver exceptional standards in all areas |  |  |
| Resilience, determination, and the drive to support students to reach their potential |  |  |
| High ethical standards including respect for confidentiality |  |  |
| A willingness to learn and undertake appropriate training |  |  |
| A drive and determination to make lasting changes to the lives of individual pupils |  |  |