

JOB ROLE: **Lead Teaching Assistant (HLTA Mathematics)**

PAY BAND: **6**

HOURS: **37 per week/40 weeks per year**

REPORTS TO: **Director of Inclusion / Director of Maths**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

Key Purposes:

To work with the Directors of Inclusion/ subject area to lead, manage and co-ordinate strategic interventions within the subject area and across the Inclusion team, including alternative provisions.

To assist teachers in their preparation and delivery of an inclusive curriculum.

To develop personalised plans that support the inclusive ethos of the school and meet the needs of students as individuals

To deliver lessons to classes in the absence of their usual subject teacher.

To lead teaching for classes (including planning and assessment) in the long term absence of a teacher from their subject specialist area when directed by the Head Teacher.

Accountabilities:

1. Provide Inclusive Interventions

- a. To support the learning of students 1:1, or in groups providing subject specialist interventions.
- b. To monitor and track strategic interventions through the whole school provision map and in line with department policy.
- c. To ensure students receive feedback in line with the department policy.
- d. To take an active role in the facilitation of communication between stakeholders to ensure all reasonable adjustments are made to meet students' needs.
- e. To contribute to the devising of plans (EHCPs, SEN Support Plans, IEPs, SAFs, PSPs) as required.

2. Cover Lessons

- a. To lead teaching, including planning and assessment, in line with department policy or as directed by their usual class teacher.
- b. To provide students with the necessary resources for their learning, including the ordering and organisation of resources.
- c. To ensure a calm and purposeful atmosphere for working in the classroom.
- d. To ensure all learning is delivered in line with the Teaching and Learning Policy
- e. To ensure students receive feedback in line with the department policy.

2. Teaching and Learning Curriculum Support

- a. Support teachers by contributing to the planning and preparation of resources and lesson plans.
- b. Support teachers in the monitoring and assessment of student progress.
- c. Support teachers in managing classroom expectations through restorative practice and understanding of individual need.
- d. Support teachers in the organisation and management of teaching spaces and their resources, ensuring appropriate reasonable adjustments are made to meet individual needs.
- e. Support teachers with strategies and resources to ensure individual needs are met in line with Trafalgar's inclusive ethos.
- f. 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.

3. Additional Duties

- a. To participate fully in the delivery of the Personal Development Curriculum, leading events as required.
- b. To contribute to the provision of extracurricular activities as required.
- c. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
- d. To take responsibility for your own wellbeing.
- e. To undertake break time duty supervision as timetabled, providing addition support where required.
- f. At the discretion of the Head teacher, to undertake other activities from time to time, agreed to be consistent with the nature of the role.
- g. To attend morning team briefings.
- h. To attend staff meetings, as published annually in the whole school diary.

- i. To play an active role in our House system as a tutor, contributing to the personal development of students.
- j. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
- k. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
- l. To establish and maintain positive, professional relationships with students, staff and parents.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

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