

Job Description: <b>Lead Teaching Assistant (Sixth Form)</b>	
<b><u>Responsible to</u></b>	The Head of Upper School and, through her, to the Principal.
<b><u>Hours</u></b>	Monday – Friday 8am to 4pm with a 30-minute unpaid break
<b><u>Aim of the Post</u></b>	To assist in promoting the learning, social and personal development of all Sixth Form students, on site at Frewen College and off site at Partner colleges.
<b><u>Accountabilities</u></b>	<ol style="list-style-type: none"> <li>1. To work with the Head of Upper School to identify and co-ordinate interventions, including Literacy, Numeracy, Cognition and Learning, SLCN, SEMH and any other interventions.</li> <li>2. In liaison with the Head of Upper School, identify target students using available data.</li> <li>3. Liaise with the Head of Upper School to arrange timetable of intervention.</li> <li>4. Assess progress and impact of all interventions in collaboration with the Head of Upper School.</li> <li>5. Actively promote all aspects of the school’s SEND provision in apposite way.</li> <li>6. To contribute to the evaluation of intervention/support programmes by providing regular feedback about students to the teacher.</li> <li>7. To contribute, where appropriate, to statutory reviews of students’ statements/EHCP’s.</li> </ol>
<b><u>Principal Responsibility Areas</u></b>	<ol style="list-style-type: none"> <li>1. Facilitate students’ access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.</li> <li>2. Promote positive standards of behaviour – e.g. by keeping students on tasks, developing positive relationships, modelling good behaviour, support school behaviour policy.</li> <li>3. To know and apply Frewen College (and our partner college) policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc to ensure a safe and positive learning environment is maintained.</li> </ol>

4. To establish supportive relationships with the students concerned.
5. To work co-operatively with partner college student support staff and tutors and with Frewen staff, identifying any areas of student learning or social need.
6. To work with a high level of autonomy, giving personalised academic support to students on a one-to-one and/or small group basis to help them to learn as effectively as possible.
7. To provide support and direction to students whilst at partner colleges during class time, independent study time and break / lunch times as required.
8. To provide support and direction to all Sixth Form students whilst at Frewen College during class time and independent study time.
9. To organise the transport arrangements between Frewen and our partner college.
10. To give the students feedback on achievements in order to reinforce and develop self-reliance and self-esteem.
11. To monitor the student(s)' response to the learning activities and, where appropriate, to modify or adapt the activities as agreed with the tutor to achieve the intended learning outcomes and in line with the student(s)' IEP.
12. To support the students in developing social skills both in and out of the classroom.
13. To provide regular feedback on the students' learning, independence and social skills to the Head of Upper School and contribute towards reviews of student(s) progress as appropriate.
14. Where appropriate to develop a relationship to foster links between partner colleges and school, and to keep the school informed of relevant information.
15. To promote the acceptance and inclusion of all students, encouraging them to interact with each other in an appropriate and acceptable manner.
16. To use the school's system for recording progress and/or concerns.
17. To be aware of confidential issues linked to home / student / college / school.
18. To take part in training activities offered by the school to further knowledge and professional development (within employed hours).
19. To take on break time and after school supervision duties or extra-curricular activities as required (within employed hours).

	20. To accompany teacher and students on educational visits as required.
<b><u>General Duties</u></b>	<ol style="list-style-type: none"> <li>1. Provide clerical/admin support e.g. photocopying, printing, displays etc,</li> <li>2. Contribute to the implementation and review of EHCPs' and/or Provision Maps as directed by the Head of Upper School.</li> <li>3. To carry out duties as detailed in the Assistant Teachers' (Terms and Conditions of Service) Regulations.</li> <li>4. To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment.</li> <li>5. To participate in appropriate meetings with colleagues, parents and students.</li> <li>6. To play an active part in promoting the school ethos, vision, mission and values.</li> <li>7. To undertake all reasonable duties as requested by the Principal or the Head of Upper School.</li> <li>8. To perform any other key tasks which the Principal may reasonably assign.</li> </ol>
<b><u>Person Specification</u></b>	<ul style="list-style-type: none"> <li>• Proactive, clear thinking and calm</li> <li>• Approachable</li> <li>• A good listener</li> <li>• A good organiser</li> <li>• Non- judgmental</li> <li>• A role model</li> <li>• Positive and reliable</li> <li>• Realistic</li> <li>• Patient</li> </ul>
<b><u>Necessary Experience</u></b>	<ul style="list-style-type: none"> <li>• Good standard of Education (level 3) together with good numeracy and literacy skills (GCSE English and Maths or equivalent).</li> <li>• At least 2 years' experience of working closely with SEND.</li> <li>• Good ability to use technology (computer, emails, photocopier etc.)</li> <li>• Knowledge of policies and procedures relating to Child Protection,</li> </ul>

	<p>Health and Safety, security and confidentiality.</p> <ul style="list-style-type: none"> <li>• Able to relate well with young adults and communicate diplomatically and tactfully.</li> <li>• Must be motivated and able to work independently with minimal supervision.</li> </ul>
<p><b><u>Terms and Conditions</u></b></p>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract.</p>

Signed: .....

Date: .....

Signed: ..... (Principal) Date: .....