

Job Description

Academy :	Leeds West Academy
Job Title:	Specialist Teaching Assistant (TA) for Maths
Grade:	C1 .12 - .17 £21,589 - £23,836 pro rata
Hours/weeks:	34.10 hours per week, term time only plus 5 days (39 weeks per year)
Accountable to:	SENDCo

Role:

To support students with Special Educational Needs (SEN).

Purpose of job:

Helping to ensure that all students with SEND within the academy make at least good progress.

You may be deployed in other White Rose Academies Trust locations within a reasonable distance from your main place of work from time to time; you will be compensated for your additional travel costs.

General Duties and Responsibilities:

- To provide subject specific 1 to 1 and small group intervention for students as required.
- To pay particular attention to the development of the students' literacy and numeracy skills.
- To help to develop resources, including resources on the Virtual Learning Environment (VLE), which support the progress of SEND students.
- To offer advice to teaching staff to help them teach students with SEND effectively.
- To use effective methods to track the progress of relevant students, and work with the SENDCo, Assistant SENDCo and subject specific leader to ensure that effective intervention is put in place when students are underachieving.
- To attend relevant subject specific training as and when required.
- Completing data reports/student intervention logs and reports termly.
- To encourage student participation in activities led by the teacher and interaction with others.

- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students.
- To encourage students to act independently as appropriate.
- To be aware of student problems/progress/achievements and report to the relevant member of staff.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- To support students in using basic ICT as directed.
- 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.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- Support with the development, implementation and review of Student Support Plans (SSPs).
- To track and monitor the impact of interventions provided.
- To assist the SENDCo with evidence and information regarding a students' progress when requested.
- Raise the awareness of the needs of pupils with subject specific needs.
- Share strategies with Teachers and Teaching Assistants for supporting pupils with SEND and subject specific needs.

Equal Opportunities:

- To promote equal opportunities in education in order that all students and young people and families will gain optimum benefit from the service provided at Leeds West Academy.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Keep up to date with all aspects of the Child Protection Policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing academy which requires flexibility in all of its employees.

This job description is current at the date shown but may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an Enhanced DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
---------------	--	--------------	--