

Learning Teaching Assistant/ Inclusion Administration Support

Post: LTA/Inclusion Administrator - Maternity Cover

Responsible to: SENCO/Business Manager

This post is term time only.

37.50 hours per week

Main Purpose:

- To provide a range of student support and administrative services to support the effective and efficient running of the Inclusion Service.
- To promote the highest standards of achievement across the academy.

Specific Duties:

- To undertake an agreed administrative and LTA role as agreed with the SENCo.
- This role will operate specifically in the Inclusion Area and duties will be planned to provide support dependant on the academy priorities at that time.

Key duties and responsibilities – Administration

1. To arrange, attend and minute SEN Annual Reviews, Inclusion meetings and distribute papers as appropriate.
2. To arrange and manage Outreach meetings with students liaising with teachers.
3. To maintain SEND data systems as required by Inclusion
4. To assist the SENCo in tracking of SEN students
5. To maintain and update teaching assistant support timetables and disseminate to staff.
6. To communicate relevant information on individual students to staff
7. To maintain up to date records of students on the SEN register
8. To maintain and manage Access Arrangement database, files and timetables as directed by SENCo/Exams officer

Key duties and responsibilities - LTA

All LTAs perform the following duties and responsibilities.

Support for Students:

- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Supervise and support students ensuring their safety and access to learning
- Promote the inclusion and acceptance of all students
- Support the teacher to develop students as independent learners
- Encourage students to interact with others and engage in activities led by the teacher
- To know the individual needs of students supported (eg through pen picture, EHCP, previous assessments) and use the strategies that best support them
- Attend to the students' personal needs, including social, health, physical, hygiene, first aid and welfare matters
- Support students as directed by the SENCO.

Person Specification

Knowledge, skills and qualities:

- Demonstrates a genuine interest in working in an education support environment
- Embodies the Academy values of hard work, integrity and excellence
- Good honours degree or A Levels
- IT literate
- Excellent levels of literacy and numeracy
- Previous business/administrative support experience is desirable but not essential
- Able to demonstrate warm but strict approach in line with academy behaviour policy
- Able to work accurately and use own initiative
- Strong attention to detail
- Ability to prioritise workload
- Maintains confidentiality of position
- Eager to take personal responsibility to ensure the job gets done
- An efficient and organised individual with an ability to communicate at all levels
- Excellent levels of literacy and numeracy

- To demonstrate a clear understanding of how the SEND Code of Practice, 2014, impacts on this role

- Demonstrates professionalism at all times

- The ability to relate well to children and adults

- The ability to work constructively as part of a team, understanding classroom roles and responsibilities and their own position within these

- Willingness to participate in further development and training opportunities