



#### Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

# HELTWATE SCHOOL

## Job Description: Lead Teaching Assistant

### Overall Purpose of the Post

The Lead Teaching Assistant will provide operational leadership for support staff across the school, ensuring high-quality classroom support, effective deployment and strong consistency in practice.

The post holder will work closely with senior leaders and teaching staff to ensure support provision meets pupil need, staff are well trained and inducted, and systems relating to medical, moving and handling and first aid are robust and compliant.

The Lead Teaching Assistant will contribute to a positive, inclusive learning environment and support the school's safeguarding responsibilities, ensuring pupils are safe, supported and able to access learning effectively.

### Main Responsibilities

Under the direction of the Headteacher and/or Senior Leadership Team, the Lead Teaching Assistant will:

- Support with the day-to-day deployment of Teaching Assistants, ensuring staffing is responsive to pupil need and operational priorities.
- Support with the induction, probation and ongoing CPD for support staff, ensuring expectations and standards are clear.
- Support the informal absence management process, including return-to-work processes and wellbeing checks.
- Lead on moving and handling practice, ensuring staff training, risk assessments and procedures are compliant.
- Provide Classroom cover if needed for short-term absences of a teacher or teaching assistants in all areas of the school.
- Manage the system for medical needs and first aid, including recording, reporting and staff awareness.

### Duties and Responsibilities

#### Leadership and Management of Support Staff

- Alongside Leadership organise and manage the daily deployment of Teaching Assistants across the school sites.
- Lead support staff briefing sessions each half term.
- Support the induction of new support staff, ensuring they understand school systems and expectations.

- Support in the probation processes and provide feedback to line managers and senior leaders on areas of development and next steps.
- Identify staff development needs and support ongoing training and coaching.
- Contribute to the coordination and process of Teaching Assistant appraisal processes.

### **Pupil Support and Inclusion**

- Support the delivery of personalised learning programmes and interventions as per pupils ILPs.
- Work with teachers and leaders to ensure support is targeted effectively to pupil need.
- Promote inclusion, independence and positive engagement in learning.
- Liaise with specialist services and professionals as required.

### **Medical, First Aid and Physical Support**

- Oversee systems supporting pupils' medical needs, ensuring care plans are understood and followed.
- Monitor the recording and reporting of first aid, ensuring compliance with school procedures.
- Act as a designated person for moving and handling practice, ensuring risk assessments, training and equipment are appropriate and used correctly across the school.
- Provide guidance to staff supporting pupils with medical or physical needs.

### **Staff Development, Training and Support**

- Support in the coordinate of support staff CPD, including training needs and ongoing guidance.
- Provide practical advice and support to staff in managing pupils' needs and learning support strategies.
- Support new staff through coaching, modelling and professional dialogue.

### **Supporting Teaching and Learning**

- Provide Classroom cover if needed for short-term absences of a teacher or teaching assistants in all phases of the school.
- Deliver curriculum learning activities and interventions as required.
- Monitor pupil engagement and progress and provide feedback.
- Support behaviour management and promote a calm, structured learning environment.

### **Communication and Partnerships**

- Maintain effective relationships with staff, parents, carers and professionals.
- Attend meetings where appropriate to support pupil provision.
- Support communication between support staff and teaching staff to ensure consistency of approach.

### **General**

- Carry out any other professional duties reasonably delegated by the Headteacher within this role.
- Uphold and promote the school's values, ethos and commitment to equality, safeguarding and high achievement for all pupils.