

Job Description and Person Specification

Teaching Assistant Level 2 Post 16

Job Description:

This job description may be amended at any time after discussion with you, and in any case will be reviewed annually.

Overall Purpose of Job

- To supervise the care and educational support of post 16 students with SEMH In the Post 16 provision
- To offer attendance, pastoral and parental support
- To liaise with partner staff to book specialist rooms, dinners, etcetera as appropriate in agreement with Lead Teacher
- To keep individual timetables updated

Summary of Main Responsibilities

- Provide support for post 16 students and staff in the Post 16 provision, which supports inclusion, teaching and learning and differentiation of work/resources for SEMH pupils.
- To liaise with staff and partners at the High School and/or Hub as part of the post 16 Team, as well as with other professionals, families and carers
- To work with disaffected students and complex cases and to encourage them to engage with their personalised programmes
- To offer administrative support linked to identified students in regard to making referrals to other services
- To attend meetings as needed

The use of a personal car is a requirement of this post

Main duties, responsibilities and accountabilities

To liaise with pupils, families and carers to:

- Work with students with complex needs to help them identify their own ambitions for their future, and support them on the journey to make those ambitions come true

- Work with families and carers to build and support the relationship between parents/carers and the Post 16 Team.
- Offer family support and address any barriers to access to education
- Holistically address students' individual needs (eg: liaising with social workers, YJS, family support workers, police, community nurses and other referral services as well as staff in school)
- Monitor the progress of all pupils, using systems as directed
- Be aware of and supporting diversity and ensuring all pupils have equal access to opportunities to learn and develop, particularly in relation to their (economic) wellbeing
- Use own car for pupil transport as required
- Ensure that all routine checks on the car are carried out safely (i.e. oil, tyre pressure etc)
- Fill in mileage claim forms on a monthly basis

General Teaching Assistant Duties

- Help prepare classroom resources and contribute to the maintenance of pupil records
- Tutor pupils, supported by the Lead Teacher, and mark work where appropriate
- Supervise the care and support of pupils and contribute to the management of pupil behaviour
- Provide effective support for colleagues and assist in preparing and maintaining the learning environment (this includes keeping the classroom tidy and making resources readily available)
- Observe and report on pupil performance and contribute to the planning and evaluation of learning activities
- Participate with colleagues in the assessment of all students entering or returning to school to identify needs of support
- Support the drawing up and implementation of an individual action plan for pupils needing support or contribute towards the achievement of objectives where individual action plans exist
- Build up knowledge of available support and act as a point of contact for specialist support services and community-based programmes.
- Work effectively with the local community
- Be responsible for keeping and updating records as agreed with the teacher, through the monitoring and evaluation of pupils
- Administer routine tests and invigilate exams, and accurately record achievement and progress

Supporting students on site

- To keep timetables updated in cooperation with the teacher and TA3
- Contribute to the maintenance of a safe and healthy working environment
- Supervise pupils on educational trips and visits
- Establish and maintain relationships with individual pupils and groups promoting their social and emotional development
- Contribute to the health, well-being, safety and security of pupils

- Set challenging expectations and promote self-esteem and independence
- Help with the care and support of pupils including medical needs where appropriate and contribute to the management of pupil behaviour
- Help pupils access the curriculum whilst developing their numeracy and literacy skills
- Support pupils with behavioural, cognitive, emotional, learning difficulties and development needs

Safeguarding Responsibilities

- To keep timetables updated in cooperation with the teacher and TA3
- Contribute to the maintenance of a safe and healthy working environment
- Supervise pupils on educational trips and visits
- Establish and maintain relationships with individual pupils and groups promoting their social and emotional development
- Contribute to the health, well-being, safety and security of pupils
- Set challenging expectations and promote self-esteem and independence
- Help with the care and support of pupils including medical needs where appropriate and contribute to the management of pupil behaviour
- Help pupils access the curriculum whilst developing their numeracy and literacy skills
- Support pupils with behavioural, cognitive, emotional, learning difficulties and development needs

Health & Safety

- Ensure all Health and Safety aspects in the room, the general facilities, machinery etc are adhered to
- Attend any necessary training in order to handle equipment required for the delivery of the curriculum
- Ensure your driving qualifications meet the required needs for school transport, and abide traffic/driving rules laid out both in terms of legal requirements and school guidance
- The post holder must carry out their duties with full regard to the Sovereign Trust's Equal Opportunities, Health & Safety and Community Strategy Policies

Other

- Review and develop own professional practice, undertaking training as required
- Take an active part in the Performance Management Review Process
- Liaise effectively with other professionals and parents as necessary
- Undertake such additional duties as are reasonably commensurate with the post
- Support the development and effectiveness of work teams
- Contribute to the overall ethos of the school
- Attend and participate in relevant meetings as required
- To provide administrative support to teachers
- To undertake any other such duties that are reasonably commensurate with the level of this post.

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Person Specification

Essential Criteria	A	T	I
A patient and understanding disposition towards young people.			✓
Level 2 Qualification in Supporting Teaching & Learning or equivalent qualification or experience	✓		✓
Good literacy and numeracy skills equivalent to GCSE grade C / 4	✓		
Ability to communicate clearly with both adults and children (spoken and written language)	✓		✓
Ability to offer guidance, direction and challenge to other support staff as required	✓		✓
Ability to use ICT to support learning, recording and communication and general pupil-based admin, including writing minutes and PEPs	✓		
Ability to work on web-based systems as required	✓		
Good understanding of/willingness to learn about legal aspects around Cared For Children	✓		✓
Ability to work independently and in a team situation	✓		
A flexible approach to work and high level of reliability	✓		✓
Good interpersonal skills and an understanding of stress management skills			✓
Experience of dealing with parents/carers and outside agencies.	✓		✓
Understanding of/ willingness to learn about the need for regularly updated risk assessments, RAMPs and PEPs	✓	✓	

Understanding of/ willingness to learn about progress data		✓	
Willingness to participate in full school life.	✓		
An understanding of Child Protection, Equal Opportunities and anti-discriminatory practices			✓
A full understanding of New Park's CFC policy	✓		✓
An understanding of/willingness to learn about external services and referral procedures	✓		✓
Desirable Criteria			
	A	C	I
Experience of working with young people in a Post-16 provision	✓		
Experience of and understanding of the implications of working with pupils who demonstrate challenging behaviours linked to their specific difficulties, including ASC and PDA and selective mutism.			✓
Experience of working with young people who may have learning difficulties.	✓		
Completion of DfE Teaching Assistant Induction Programme or equivalent qualification		✓	
Experience of working in a school environment	✓		
Understanding the emotional wellbeing agenda			✓
Understanding of other relevant policies/codes of practice and awareness of relevant legislation	✓		
Basic understanding of child development and learning	✓		
Experience of having covered lessons/offered tuition	✓		✓

Method of assessment (* M.O.A.)

A = Letter of Application, C = Certificate, I = Interview, T=Task