Job Description

Post Title	**Teaching Assistant**
Core purpose:	To support teaching and learning at Mulberry UTC in order to raise the standard of students' achievements, particularly in literacy and numeracy. To work with individuals and small groups of students, inside and outside the classroom. To make appropriate arrangements for students with sensory impairments and other additional needs. To carry out agreed duties to support the day-to-day management of the UTC To act as a fire warden and a member of the first aid team at Mulberry UTC and to lead and oversee the work of these teams, ensuring training is up to date. In addition to their core duties, all members of staff within Mulberry UTC are responsible for: • Promoting and modelling high standards of professional competence • Contributing to the general good order and discipline of the UTC • Supporting the development of positive relationships with sponsors, partners and the local community, including parents and local businesses • Implementing UTC policies and procedures • Safeguarding and promoting the welfare of students attending Mulberry UTC All staff are expected to have a clear understanding of the aims, objectives and ethos of the UTC, an awareness of its role in the community and a commitment to its vision of providing outstanding academic and technical learning.
Reporting to:	SENDCo
Liaising with:	Other teaching assistants, class teachers and members of teaching and non-teaching staff. As Mulberry UTC grows and our student numbers increase, you will also have opportunities to develop your role within the UTC.
Salary/ Grade	NJC Scale 3
Contracted hours	35 hours per week. Term time only.

Key responsibilities/ areas of work:	As a member of the Support for Learning team at Mulberry UTC, you will play a key role in ensuring that our students receive the support they need to achieve their full potential. Key responsibilities will include: **Support for students** 1. Work with individual students and groups of students, usually under the direction of a class teacher, using a range of strategies to support their learning. 2. Read with individual students and groups and complete reading records as directed by the class teacher. 3. Assist with the development and implementation of Individual Education/Behaviour Plans. 4. Establish constructive relationships with students and interact with them in a professional way, according to individual needs. 5. Promote the inclusion and acceptance of all members of the school community. 6. Encourage students to interact with others in a positive way and to engage constructively in activities. 7. Set challenging and demanding expectations and promote self-esteem and independence. 8. Contribute to records of students' progress and achievements, as agreed with the class teacher and SENDCo. 9. Provide care with regard to the physical welfare of students. 10. Administer medicine to pupils with medical needs in accordance with medical advice and training. **Support for teachers** 11. Contribute to the class teacher's planning for individuals and groups of students. 12. Use a range of strategies, in liaison with class teachers, to support students to achieve learning goals. 13. Provide practical support for class teachers in maintaining a purposeful, orderly and supportive environment for learning. 14. Help to track the performance of students with additional needs, providing feedback about these students and contributing to whole school tracking, planning and intervention for SEND students. 15. Promote good behaviour amongst students, dealing promptly with conflicts and incidents in line with established policy and encouraging students to take responsibility for their own behaviour. 16. Establish and maintain constructive relationships with parents/carers by supporting their role in students' learning, providing constructive feedback on students' progress and achievements and facilitating their support for students' attendance. 17. Attend formal meetings during contracted hours to discuss students' progress with parents and other professionals as part of the relevant staff group. 18. Administer routine tests and invigilate exams for students with additional needs.

	Support for the school 19. Contribute to the overall ethos and vision of the UTC. 20. Attend and participate in relevant meetings as required. 21. Assist with the supervision of students out of lesson times, including before and after school and at lunchtime. 22. Be aware of and at all times comply with the policies and procedures of the UTC, particularly in relation to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. 23. Be aware of and support differences and ensure all students have equal access to Opportunities to learn and develop. 24. Contribute to student enrichment and extra-curricular opportunities, e.g. by accompanying students and teachers on educational visits and trips during contracted hours. 25. Act as a member of the UTC's first aid team, including undertaking relevant Training. 26. Act as a member of the UTC's team of fire wardens, including undertaking relevant training. 27. Provide emergency cover to classes on an occasional basis when required by members of the senior leadership team. 28. Support colleagues to ensure the highest standards of conduct are maintained by students at all times, both within and outside of the UTC. 29. Actively participate in the school's performance management scheme, as specified in school policy, including regular meetings with line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale. 30. Undertake other relevant and appropriate training during contracted hours, as Identified and agreed with the line manager.
Management Information	Ensure the maintenance of accurate and up-to-date information concerning students with additional needs with whom you are working.
Communications	Maintain regular communication with other teaching assistants, class teachers and the SENDCo.
Management of Resources:	Manage effectively the available resources of space, money and equipment, in accordance with the limits, guidelines and procedures laid down in UTC policies.
Pastoral:	1. Engage in an appropriate ways with pastoral teams within the UTC. 2. Contribute to the development of pupils' emotional well-being, including helping to build pupils' confidence and enjoyment in learning a subject.
Additional Duties:	Play a full part in the life of the school community, supporting the aims and ethos of Mulberry UTC, and encourage all staff and students to follow this example.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

(1) to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;

(2) to co-operate with the Principal in so much as is necessary to enable the Principal to carry out her duties as key manager and comply with all relevant Health and Safety legislation;

(3) not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;

(4) To care for and oversee the appearance of the building;

(5) To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct as at 25th June 2025. It is not prescriptive, nor necessarily a comprehensive definition of the post and may be subject to amendment after consultation with the post holder to meet the developing needs of the UTC.

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by Mulberry Schools Trust (MST).
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be undertaken with the consent of the post holder.
Equal Opportunities - The post holder is required to carry out their duties in accordance with MST and UTC Equal Opportunities policies.
Health and Safety - The post holder is required to carry out their duties in accordance with MST and School Health and Safety policies and procedures. The post holder will also be a recognised Fire Warden to assist in the school's Fire Evacuation procedure.
Safeguarding - The post holder is required to carry out their duties in accordance with Council and UTC Safeguarding policies and procedures and ensure their own and the team's commitment to the protection and safeguarding of children and young people at all times.

MULBERRY UTC

Teaching Assistant

PERSON SPECIFICATION

As a founding member of the Support for learning team at Mulberry UTC, you will play a key role in ensuring that our students receive the support they need to achieve their full potential.

MININUM REQUIREMENTS	**ESSENTIAL/ DESIRABLE**
NVQ Level 2 for Teaching Assistants or equivalent qualifications or experience.	Essential
Experience of working with students in the 14-19 age group.	Essential
Ability to relate well to young people and adults, and to work constructively as part of a diverse team.	Essential
Good literacy, numeracy and ICT skills.	Essential
Demonstrable commitment to equal opportunities and to ensuring every young person is given the support they need to fulfil their potential.	Essential
An understanding of the UTC's specialisms: the health sector, the creative industries and the world of digital technology	Essential
Understanding of relevant policies/code of practice and awareness of relevant legislation.	Essential
Basic understanding of child/adolescent development and learning.	Essential
First aid training.	Desirable
An enthusiasm for learning and teaching and the capacity to motivate and inspire pupils.	Essential
A commitment to your own continuing professional development.	Desirable
Possess integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents in promoting the values, ethos and standards of the school.	Essential
Demonstrable commitment to all UTC policies, including a commitment to the protection and safeguarding of children and young people.	Essential
Willingness to contribute to whole school initiatives and to support teaching staff and the senior leadership team in managing the operational processes of the school.	Desirable