



The Carlton
Academy

Job Description

Job Title:	Behaviour Support - Teaching Assistant
Location:	The Carlton Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6-7 £16,006 - £19,990 pro rata *subject to relevant qualifications
Hours of Work:	32.5 Hours per Week Term-time only
Responsible to:	Inclusion Manager Assistant Headteacher
Post Objective:	To provide behavioural support to promote individual students' progress.

Main Duties and Responsibilities:

Classroom Support

- Under the direction of the Inclusion Manager, work with individuals and small groups of students within the Student Support Centre and a classroom situation to ensure each child has the maximum access to all learning activities.
- Support teaching staff with appropriate strategies when dealing with challenging behaviour.
- Ensure pupils receive regular and constructive feedback with regards to their progress.

Student Support Centre

- Develop schemes of work through the Princes Trust Club.
- Arrange and develop 1-1 mentoring programmes to support students in managing their own classroom behaviour and learning.
- Develop and deliver group workshops for students identified with Behavioural, Social and Emotional Difficulties (BSED)
- Challenge and motivate students to promote self-esteem.
- Work with students individually over a short period to integrate back into school.

Resources/Administration

- Assisting in the development and maintenance of materials and equipment used in the Student Support Centre – this may involve liaison with class teachers and/or specialist Special Needs teachers.
- Create comprehensive reports to track progress of students with BSED.
- Formulate and review Pastoral Support Plans.
- Liaise with tutors about the needs of individual children.
- Alongside a teacher, act as a co-tutor to a tutor group in the academy's vertical house system.
- Taking registers, delivering notices, offering pastoral support to tutees

General

- Liaison with other departments / House Teams and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.