

JOB DESCRIPTION

Post: TA3 Behaviour
Reporting to: Aspire Lead
Salary: GAET Band 5 (SCP 9-14)

JOB PURPOSE

Under the guidance of the Aspire Lead and other key staff, provide support in addressing the needs of students who require intervention and support to overcome barriers to learning, in particular those who require behaviour intervention to support their learning.

The role will mainly involve working with small groups of students in the Aspire Centre on their learning journey and providing behaviour intervention. This role could involve working with students in classrooms across the Academy.

INDIVIDUAL RESPONSIBILITIES

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs, including assessment.
- Provide pastoral support to students.
- Receive and supervise students, excluded from, or otherwise not working to a normal timetable.
- Attend to students' personal needs, including minor first aid and provide advice on pastoral, social, health, hygiene development and welfare matters.
- Participate in the comprehensive assessment of students to determine those in need of particular help.
- Assist the teacher with the development and implementation of individual education, behaviour, support and mentoring plans.
- Provision of support for students with additional needs.
- To plan and deliver intervention to individual and groups of students, this will include working with students and their families to reengage them with learning.
- Establish productive working relationships with students, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- Develop 1:1 mentoring arrangements with students and provide support for distressed students.
- Promote the speedy and effective transfer of students to make choices about their own learning, behaviour and attendance.
- Challenge and motivate students, promote and re-enforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour and attendance.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Under the direction of the teacher prepare the classroom for lessons, including display work and clear afterwards as appropriate.
- Support students' access to learning using appropriate strategies and resources.
- Work with the teacher in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- Be responsible for keeping and updating records, information and data, producing analysis and reports as required.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Assist in the development and implementation of appropriate behaviour management strategies.

- Liaise with parents/carers, schools and establish relationships, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Assist in the development, implementation and monitoring of systems, relating to attendance and integration.
- Provide clerical and administrative support e.g dealing with correspondence, compilation /analysis/reporting on attendance, exclusions.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs, including assessment.
- Be aware of and appreciate a range of activities, courses, organizations, agencies and individuals to provide support for students to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g behaviour management strategies.
- Supervise students at break/lunch, on educational visits and out of school activities.
- Assist in the supervision of classroom and outdoor activities. This includes providing cover for absent teaching staff, when required.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person. Safeguarding is the responsibility of all staff, volunteers, governors and contractors.
- To support the ethos of the Academy and to support the Academy links with the community
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety.
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.