

## **Job Description**

**Post title:** Higher Level Teaching Assistant (Behaviour Unit)

**Salary:** Grade 5

**Reports to:** Assistant Principal

**Direct report(s):** Centre Manager

## **Purpose of the Post**

To carry out a range of learning development, pupil welfare and administrative tasks to support students and teaching staff in the following key areas of operation in the Academy and within the community:

- Lead TA for the KS4 behaviour unit
- Student support across Key stages
- Teaching, classroom and examination support
- Assessment and recording of pupil progress

## **Teaching Assistant Responsibilities**

- To establish a supportive relationship with assigned children and their parents and to promote and reinforce the child's self-esteem whilst promoting engagement and independent learning.
- To develop strategies and resources to be deployed for the benefit of assigned students and to work with the Centre Manager and teaching staff to plan and deliver intervention programmes for individuals and groups of students.
- To monitor the impact on student progress of intervention strategies used and to identify ways of developing practise. To keep relevant teaching staff, Centre Manager, Assistant Principal and the SLT fully informed of any issues.
- To attend meetings, conferences and courses to gather and share information essential for the efficient operation of student support and literacy and numeracy development within the academy; specifically to liaise between teachers, assigned teaching faculties and the Inclusion Team to share good practice, etc.
- To support learning and teaching within the classroom and withdrawn with an assigned student or group or the whole class as appropriate.
- To provide support and care throughout the school day including breaks, lunchtime and after school.
- Any other agreed duties appropriate to and commensurate with the post

## **Behaviour Unit Lead TA Responsibilities**

- Work with students who have high anxieties/mental / behavioural issues and support them with all that may occur due to this. For example, low attendance, understanding/reacting to 'melt downs' being aware of triggers and foreseeing any possible issues, organising suitable venues, changing these if not appropriate, liaising/meeting with outside agencies e.g. CAMHS, family support, Social workers.
- Differentiate and condensing work down for KS4 students with a variety of levels and needs to gain GCSE results - Maths, English Literacy, English Language, Science, Photography, Art, ICT, Food Technology and Child Development.

- Organise, differentiate and set homework this has to be appropriate to the student's level but to GCSE standard.
- Responsible for finding out deadlines for work and sending work back to the appropriate teachers/subjects.
- Chasing up those that don't attend or unable to attend due to mental health, input data and informing the Centre Manager and others involved with the student
- Using cognitive strategies to gain trust and encourage them to engage initially and repeat where there are set backs.
- Contacting parents/carers regularly (daily, weekly basis)
- Deal with students who have very challenging behaviour.
- Build working relationships with parents of vulnerable and complex students with behavioural difficulties.
- Occasionally work in the community or at home with individuals (KS3 & KS4).

**Personal Professional Development**

- To continue personal development as agreed in performance management.
- To engage actively in the performance review process.
- To address the performance management targets set by the line manager.

**Other Specific Duties**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Signature (Principal): .....

Date: .....

Signature (post holder): .....

Date: .....

## Person Specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
GCSE English and maths at C (or above) Grade (or equivalent)	✓		Application form
Level 3 Teaching Assistant/Supporting Teaching and Learning Qualification		✓	
Degree level Qualification	✓		
<b>Experience, knowledge and understanding</b>			
Relevant and recent experience of working with young people	✓		Application form / Interview
Experience of working with young people with special educational needs and/or disabilities		✓	
A thorough and practical understanding of issues related to improving students' progress and ensuring equality of opportunity both in and out of the classroom	✓		
Experience of supporting young people with improving literacy and numeracy skills as well as development social skills.		✓	
Ability to be self-motivated and work from own initiative	✓		
Ability to communicate effectively, orally and in writing with pupils and teachers	✓		
Good numeracy and literacy skills	✓		
Confident using technology	✓		
Quick learner	✓		
<b>Personal attributes and qualities</b>			
Able to work constructively as part of a team and as an individual	✓		Application form / Interview
Flexibility, empathy and patience	✓		
Able to forge positive relationships with young people	✓		
Friendly and approachable	✓		
<b>Other</b>			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Health provider can ascertain their medical fitness for the post	✓		