

**New Woodlands School
Job Description**

Lead Teaching Assistant for behaviour, mentoring and guidance

Pay grade	Scale 5 – Point 13-15
Responsible to	Assistant HT

Context and purpose of the post:

- Fulfill the duties within the teaching assistant job description in addition to those laid out below
- Ensure own well-being and that of others by establishing an appropriate balance between life and work
- Undertake any others duties that may reasonably be required by the HT

Support for pupils (with a particular focus on SEMH needs)

Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.

Participate in the comprehensive assessment of pupils to determine those in need of particular help.

Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.

Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent.

Assist the teacher with the **development** and implementation of Individual education/behaviour/support/mentor plans.

Support for the teacher

Assist in the development and implementation of appropriate behaviour management strategies.

Liaise with feeder schools and other relevant bodies to gather pupil information.

Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.

Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

Provide clerical/administrative support, including dealing with correspondence, compilation/analysis/reporting on exclusions and making phone calls.

Support for the Curriculum

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.

Be aware of and appreciating a range of activities courses, organisations and individuals to provide support for pupils to broaden and enrich their learn

Determine the need for prepare and use specialist equipment, plans and resources to support pupils.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

Name	
Signed	
Date	