

JOB DESCRIPTION

Job Title – Teaching Assistant

Responsible to – Tutor/Head of Department

Purpose and Summary of Job

To support the delivery of the curriculum, by supporting a specific curriculum area and Tutor. Providing in session support to engage and progress learning for students as a support for the Tutor and 1-1 support to students throughout their educational day.

To provide additional support in the specified curriculum area, supporting the Tutor with resources, session delivery and planning.

The intent of the curriculum at Lufton College is to prepare our students for adulthood by developing independence, supporting inclusion within communities, and providing vocational pathways to employment. Where appropriate, this is underpinned by an accredited learning outcome, depending on the students' need, ability and aspirations.

Main Duties & Responsibilities

- To provide high quality teaching and learning opportunities.
- To show flexibility and differentiation when working across all ability levels.
- To provide structured learning opportunities through effective classroom management.
- To ensure that all students are working towards their agreed accreditations.
- To use a variety of teaching approaches and activities to develop students' learning through planned intervention and independent learning opportunities both within the school environment and more inclusive community contexts.
- To support and contribute to the School's total communication approach.
- To offer teaching opportunities, which give concrete learning experiences.
- To maintain effective partnerships with parent/carers to promote students' learning and to provide information to parents about targets, achievements and progress.
- To help produce quality displays around the School and ensure that they are updated regularly.
- To assist students upon arrival, during the morning routines, lunch/break times and upon departure.
- To help the teachers prepare the learning environment and maintain it to a good standard. This may include developing interactive displays that celebrate the students' achievements. And clearing up afterwards, particularly in practical subjects such as Home Management or Art
- To pass on information about students' achievements and any other issues to their link tutor or other relevant staff.
- To complete all necessary educational/residential paperwork to ensure an effective transfer of information.
- To support students in activities based on and off the School site.
- To offer a high level of personal care to students, that respects their privacy and is appropriate to their culture, age and gender.

- To attend staff meetings as required and follow students personal plans to increase understanding and awareness of the student's individual needs.
- To help collate, evaluate and maintain students' progress records.
- Guiding students in carrying out the work set by the teacher (this may be as the person in charge of a small group with no teacher present)
- Assisting with therapy programmes
- Photocopying, laminating, assisting with classroom displays and preparing teaching materials
- Support in the upkeep of TEACCH resources and ensure that the classroom environment is supportive of each learners needs.
- Supervise and provide support for all students ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education and Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the well-being and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under guidance of the teacher where appropriate
- Administer medication, if required, after appropriate training

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of student's work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor student's responses to learning activities and accurately record achievement / progress as directed
- Provide detailed and regular feedback to teachers on student's achievement, progress, problems etc.
- Promote good student behaviour, dealing effectively with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour where appropriate
- Establish and develop effective relationships with families and support groups.
- Provide clerical / administrative and housekeeping support such as photocopying and filing as appropriate
- Effectively motivate and develop the staff group, enabling achievements for the pupil and class.

Support for the Curriculum

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to the students' Statements, Individual Education Plans and the school schemes of work recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use

- Prepare, maintain and use equipment / resources required to meet the lesson plans / relevant learning activity and assist students in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school whilst continually developing relevant links and communication with the residential home.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, supporting the students progression and wellbeing.
- Participate in training and other learning activities and performance development as required
- Assist with the safe supervision of students at all times during the school day
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a small group or individual, as appropriate, under the supervision of the teacher
- Comply and assist in the development of policies and procedures relating to Child Protection, Health & Safety, security, confidentiality, and data protection, reporting concerns to appropriate person.

Performance Management

Annual performance reviews are based on this overall job description and with particular emphasis on the Senior LSA individual annual targets. These are set in discussion with your appointed Teacher, our Senior Teacher and the Head of Education, and grouped under the headings: Professional Development, Supporting the Teacher, Support for Students, and Effective links to our Residential services.

MAPA (Management of Actual and Potential Aggression)

To do all you reasonably can to obtain and maintain sufficiently good physical health to be able to undertake MAPA training and annual re-accreditation;

To obtain and maintain at all times accreditation in the MAPA system, including compliance timelimes and refresher programs

Driving College Vehicles

If permitted to drive the vehicles, always to do so in an appropriate, safe and responsible manner in line with policies and procedures that are in place.

Policies, Procedures & Standards

To work in line with Cambian Lufton College policies and procedure and to be able to summarise relevant information when asked.

To have an understanding of current relevant legislation.

PERSON SPECIFICATION Teaching Assistant

This post is subject to full DBS checking. The following will be tested in application/ interview

Requirement	Essential	Desirable
Qualifications	Qualification in English & Maths Computing knowledge e.g. Microsoft office package Willingness to undertake all training as requested. Commitment to undertake professional development.	Relevant qualification in safeguarding.
Experience	No previous experience is necessary but a passion and commitment to gain the required skills, knowledge and experience is vital.	Experience of working with young people or adults with learning disability, challenging behaviour. Experience of working with a positive behaviour support model.
Knowledge		Knowledge of, <ul style="list-style-type: none"> • Safeguarding • Relevant legislation • Autism and Asperger's • Trauma and Attachment • Mental capacity and DOLS • Health and Safety.
Skills	<ul style="list-style-type: none"> • The ability to communicate clearly and effectively • The ability to carry out detailed instructions and relay back relevant information. 	

	<ul style="list-style-type: none"> • Able to relate well to students and build positive and respectful relationships that are on a professional level. • Able to work as part of a multi-disciplinary team • Must be able to show initiative • The ability to offer personal care in a respectful way. 	
<p>Other</p>	<p>Consistency</p> <p>Reliability</p> <p>Punctuality</p> <p>Flexibility</p> <p>Enthusiasm</p>	<p>Seeks out advice and supervision whenever necessary;</p> <p>Attends and contributes to supervision suggested solutions, as well as an agenda of items to discuss;</p> <p>Always makes high quality and well-presented written and spoken reports and records.</p> <p>To make yourself available for regular professional supervisions (and an appraisal at least once a year.</p>

Jobholder..... Signed.....
Date.....

Manager..... Signed.....
Date.....