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| **Bramhall High School** |  |
| |  | | --- | | **Job Title: Teaching Assistant : Restart Officer** | | |  | | --- | | **Salary Grade: Scale 4** |   Term time only plus 5 days INSET |
| **Hours** | **37 hours** |
| |  | | --- | | **Post holder Reports to: SEND Coordinator**  **Post Responsible for: Effective reintegration of vulnerable students.** | | |
| |  | | --- | | **Main Purpose of the Job:**  To support pupils and helping to co-ordinate teaching staff to support pupils in their reintegration, in to school, through Restart or internal inclusion facility. | | |
| |  | | --- | | **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**  1. To check the appropriate criteria of pupils referred by the Heads of Year (HOY).  2. To make arrangements for pupils to attend Restart and inform subject teachers of their absence from lessons.  3. To recommend support timetables (including well-being and nurture programmes and Boxall Profile), to the SENDCO, based on the availability of specialist staff.  4. To facilitate and lead intervention groups that are needed.  5. To secure the necessary work from subject teachers and ensure its return, once completed.  6. To create and maintain spreadsheet for all students attending Restart and email once changed to the Data Office and the SENDco  7. To register attending students on PARS and alert the HOY if any particularly vulnerable students are absent.  8. To report weekly at the TA meetings any students that have been referred to Restart.  9. To complete student work record for staff.  10. To arrange, via the relevant Head of Year, early lunch passes for anxious pupils.  11. To produce a half termly report on the impact of interventions to the SENDco.  12. To feedback regularly to parents/carers where necessary.  14. To attend TAC, Pastoral Support Forum and Deep Support meetings as required.  15. To keep room and resources tidy.  16. To prepare purchase orders and liaise with the Finance Team to ensure Best Value.  17. To offer a meeting facility for vulnerable students at break time.  18. To help students with set work.    **General**  1. To have due regard for data protection, confidentiality and health and safety policies.  2. To plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to the Director of Inclusion.  3. To undertake appropriate training as required.  4. To carry out any other duties as directed by the Director of Inclusion. | | |
| To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |
| **Signed by:** | **Post Holder:** |
| **Date:** | **Line Manager:** |
| **Job Assessor if applicable:** |  |