SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

# JOB DESCRIPTION

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| **Job Title:** | **Teaching Assistant** |
| **Work Location:** | **Daylesford Academy** |
| **Salary Band:** | Band B; Points 3 - 5; £25,614 - £26,427 per annum pro-rata,<br>Actual salary: £20,770 - £21,430 per annum |
| **Contract:** | Permanent, 35 hours per week Monday to Friday;<br>Term time only plus Inset days (39 weeks worked,<br>44.7 weeks paid) |

## Overall Responsibility

- To support students who experience difficulties managing their emotions, behavior, and social interactions.
- To support the students and the Academy through the provision of assistance to the teacher in the practical organization of activities and small group work.

## Specific Duties

## Supporting Pupils

- Supporting pupils with SEMH needs, Autism and ADHD across Key Stages 3 and 4.
- Building positive, professional and therapeutic relationships with young people.
- Providing individual and small-group support to facilitate learning and personal development.
- Supporting pupils to regulate emotions and manage behaviour effectively.
- Assisting with the implementation of behaviour support plans and educational programmes.
- Promoting engagement, attendance and positive learning behaviours.
- Supporting pupils during periods of dysregulation and challenging behaviour using de-escalation techniques.
- Working collaboratively with teaching staff, therapists, families and external agencies.
- Helping to create a safe, nurturing and structured learning environment.

## Supporting the Head Teacher and SENDCO

- Keeping records of pupil progress and work undertaken;
- Helping to update the SEND register;
- Contribute to the collection of information for reviews of pupil progress;
- Attendance at meetings with parents as required;

- To attend relevant in-service training;
- Attending regular departmental meetings to monitor the work of the department;
- Attending staff briefings.

**Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare;
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

**Pastoral Care**

- Deal with incidents that are seen or reported regarding pupils' welfare;
- Report incidents and concerns to the Pastoral team.

**Continuing Professional Development – Personal**

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available;
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Director of Education/Headteacher or the incumbent of the post.