



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Teaching Assistant – Behaviour Support

### **2. Name of Employee**

### **3. Salary**

Grade 5 scp 15-22 – Qualified

£22,911 - £26,317 per annum. Pro rata for 32.5 hours per week, Term Time Only

Actual Salary £16,951 - £19,471

### **4. Accountable and Responsible To:**

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook).

Direct Line Management: Manager, Alternative Provision Centre

### **5. Main Purpose of the Job**

To work under the guidance of the Manager, Alternative Provision Centre and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, and to provide behavioural support to promote individual students' progress in or out of the classroom.

This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the Manager - APC in the whole planning cycle and the management/preparation of resources.

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### **Key duties and responsibilities:**

##### Alternative Provision Centre

1. Under the direction of the Manager - APC, work with individuals and small groups of pupils to support learning, pastoral and behavioural development
2. Work with teaching staff in the planning and implementation of individual behaviour support programmes for named pupils or small groups of pupils.
3. Develop and deliver group workshops for students identified with Behavioural, Emotional and Social Difficulties (BESD)

4. Liaise with Alternative Education Providers, parents and teaching staff on student progress as directed by the line manager
5. Implement strategies and techniques brought in from external agencies or providers
6. Challenge and motivate students to promote self-esteem
7. Undertake individual support for students through internal and external exams at a realistic level for each student's capability
8. Support, track and observe pupils in mainstream classes. Accompany pupils to mainstream classes as appropriate
9. Maintain records and undertake daily administration
10. Take opportunities to celebrate and praise positive behaviour and good work

#### Resources/Administration

11. Assisting in the development and maintenance of materials and equipment used in the Alternative Provision Centre – this may involve liaison with class teachers and/or other specialist staff
12. Create comprehensive reports to track progress of students with BESD
13. Liaise with tutors about the needs of individual children
14. Take registers and deliver notices, to pupils as required
15. Assist as required with the production of support plans and completion of referral forms
16. Liaison with other departments and staff as necessary

#### Classroom Support

17. Under the direction of the Inclusion Manager, work with individuals and small groups of students within a classroom situation to ensure each child has the maximum access to all learning activities
18. In liaison with teaching staff, plan, prepare and deliver the support needed for pupils, developing strategies to achieving positive behavioural outcomes and progress in learning
19. Support teaching staff with appropriate strategies when dealing with challenging behaviour
20. Ensure pupils receive regular and constructive feedback with regards to their progress

#### **All staff:**

1. Be aware of and comply with the Academy policy and procedures.
2. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
3. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
4. Comply with relevant improvement processes to support the continuous development of staff and Academy.
5. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
6. Seek win-win solutions.
7. Be a positive voice for the Academy in the community.
8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

**Health and Safety:**

9. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
10. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.
11. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

12. Actively engage and seek opportunities to improve own professional learning.
13. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake 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 should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

**7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 July 2019. The contents have been agreed in consultation with the post-holder/s and the Academy.