

**Post:** Teaching Assistant SEMH

**Responsible to:** Head Teacher

**MAIN PURPOSE OF THE JOB:**

To work under the instruction/guidance of the Class Teacher/Senior Leadership Team in order to:

- Support students to become independent learners.
- Promote social and emotional development.
- Support students' individual behaviour targets
- Support students to enable them to participate fully in the social and academic activities within the Academy.

**KEY RESPONSIBILITIES OF THE JOB HOLDER:**

To contribute to the development and improvement of pupils' participation in learning and Academy life.

1. Establish constructive relationships with students and interact with them according to individual needs.
2. Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
3. Use strategies in liaison with the Class Teacher to support students to achieve learning goals.
4. Promote good student behaviour, dealing with conflict and incidents in line with established policy and encouraging students to take responsibility for their behaviour.
5. Establish constructive relationships with parents/carers.
6. Assist with the display of student' work.
7. To attend team meetings and participate in activities that support the senior leadership team in the maintenance of discipline and ethos.
8. To assist and support other members of staff to ensure the smooth running of the Academy including involvement in offsite activities.

**General**

1. To work across the Academy as directed by the Senior Leadership Team.
2. To promote a high level of safeguarding understanding for all pupils.
3. To carry out the duties and responsibilities of the post in accordance with Aspire Academy policies and relevant to health and safety guidance and legislation.

4. To use IT systems as required to carry out the duties of the post in the most effective manner.
5. To participate in performance management and undertake training and professional development as appropriate.
6. To undertake other duties appropriate to the post that may reasonably be required by SLT.
7. To ensure that all services within the areas of responsibility are provided in accordance with Aspire Academy's commitment to high quality provision.
8. At all times carry out the responsibilities of the post with regard to Aspire Academy Equal opportunity policies.
9. Attend school-based meetings and complete relevant administrative tasks.
10. Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
11. Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.

**The scope of this profile reflects the needs of the Academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.**

**The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the Academy change over time.**