Job Description

Teaching Assistant with responsibility for behaviour

Job Category:	Educational Support Staff
Grade	CIT Grade 4 - Point 9 £19,698 to point 12 £20,903
Reports to:	Teacher or Headteacher (or another designated person)
Line manages:	N/A

Purpose of the Role

To work with SEMH pupils having special or particular needs, in accordance with the child's EHC Plan where appropriate and/or groups of children as directed by the Teacher. To provide support to the Headteacher/Teacher across a range of child centred activities to promote child development and learning.

Key Duties and Responsibilities

- Support the writing delivery of Behaviour Management Plans (BMP) and Personalised Learning Plans (PLP)
- Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
- Deliver interventions.
- Act as a key worker for a number of pupils as determined by the school.
- Assist with the movement of children in and around School.
- Supervise children over break and lunch periods.
- Assist with the planning and preparation of activities, and in the delivery of local and national initiatives.
- Participate in the preparation of the classroom.
- Monitor children's needs and reporting these to a designated person.
- Keep records as required by the School.
- Have familiarity with all relevant EHCPs specific to the child.
- Carry out reasonable daily personal care/hygiene duties and administer basic first aid.
- Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment