



**Location:** Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

**Hours of work:** 32.5 hours per week, term time only

**Responsible to:** SENDCo

**Post objective:** To provide behavioural support to promote individual students' progress who have special educational needs. Temporary due to funding related to specific student (Year 7).

**Main Duties and Responsibilities:**

**Classroom Support**

- Work on a one to one basis with a Year 7 student who has specific needs.
- Work with individuals and small groups of children, within a classroom situation
- to ensure each child has the maximum access to all learning activities.
- Liaise with subject teachers and The SENDCo, to clarify and agree the nature of the support needed, developing strategies to achieve positive behavioural outcomes.
- Administer routine tests and invigilate examinations where necessary.
- Ensure pupils and parents receive regular and constructive feedback with regards to their behavioural progress.
- Assist with the supervision of pupils outside the classroom, including
- accompanying teaching staff on educational trips and visits.

**Individual Support**

- Work with school staff in the planning and implementation of individual behavioural support programmes for named children or small groups.
- Meeting individual children or small groups to support them through withdrawal from classes or through meetings arranged at other times in the school day.
- To undertake individual support for students through internal and external exams.
- When required, liaise with outside agencies (e.g. health and education specialists) regarding individual pupil issues.

## Resources/Administration

- Assume responsibility for the effective provision of before/after school drop-in sessions and catch-up sessions.
- Assist in the development and maintenance of materials and equipment used in the school — this may involve liaison with class teachers and specialist teachers.
- Assisting in keeping records of children's behavioural development.
- Contributing to written reports and reviews concerning individual pupils.
- Liaising with staff about the needs of individual children.

## General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Knowledge &amp; Experience</b>	<p>Minimum of 5 GCSE's A* - C including English and Maths or equivalent</p> <p>Level 2/3 Teaching Assistant Qualification</p> <p>Positive Handling training</p> <p>iT literate with strong skills in Microsoft Office applications including Word, Excel and Access A sound knowledge of child Protection and Safeguarding regulations</p> <p>Ability to differentiate and scaffold work to meet the needs of SEND students</p> <p>Experience in working with students on a 1:1 basis and in small groups, ensuring that the objectives of a lesson are achieved with the student progressing in-line with their targets.</p> <p>Experience of working with third party service providers.</p>	<p>Minimum of two years' experience working as a Teaching Assistant ideally with students who display behavioural issues, or within a behaviour support setting.</p> <p>Experience of working to Policy and Procedures</p> <p>Organised with good attention to detail and experience of managing electronic and paper filing systems</p> <p>Working knowledge of the SIMS Application</p>

<b>Skills, Abilities and Personal Qualities</b>	<p>Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public.</p> <p>Proven ability to maintain confidentiality in all aspects of work</p>	<p>Have a commitment to collaboration and co-operative working Act upon advice and feedback and be open to coaching and mentoring Demonstrate the positive values, attitudes and behaviour they expect from children and young people.</p> <p>Ability to prioritise tasks, manage time effectively and meet deadlines</p> <p>Ability to cope effectively in a busy, demanding role</p> <p>Excellent communication skills both oral and written</p> <p>Able to provide a high level of customer service to stakeholders</p> <p>Able to adapt to work alone, using own initiative and within a busy diverse team</p> <p>Flexible approach to working hours and positive attitude to work</p> <p>Full Clean Driving Licence</p> <p>Relevant qualification in Higher Education</p>
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