

# **Lytchett Minster School**

## **Job Details and Person Specification**

**Post:** Teaching Assistant (Behaviour)  
**Job ref:** XS 10.4d Dorset Grade 5  
**Reports to:** Assistant Head (Behaviour for Learning)



### **Main job purpose**

The post holder will play an important role in supporting individual students with social emotional behaviour difficulties, helping them overcome barriers to learning inside and outside of school, in order to achieve their potential. The Behaviour TA will work with children on a one-to-one basis, supporting them in lessons and undertaking some 1:1 mentoring of them outside of the classroom.

### **Main duties**

#### **1. Student Guidance and Support and Working with School Staff**

To assist with the mentoring of students in terms of their social emotional behaviour:

- Developing and using strategies to manage and support pupils with challenging behaviour.
- To develop a 1:1 mentoring relationship with identified students.
- To draw up agreed action plans with students outlining the aims of the mentoring.
- Working alongside teachers, Heads of House and support staff to promote the effective use of behaviour management strategies.
- Working alongside parents in helping them to support the work of the school in improving individual children's behaviour and ensuring that there are effective lines of communication operating between school and home.
- Working directly with individuals or groups to raise self-esteem and confidence of pupils with a view to improving their personal and social skills.
- Monitoring progress in improving behaviour and maintaining improvements once made.
- To act as a motivator, role model and advocate for young people.
- To liaise with the SENDCO and outside agencies as appropriate.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To support with the liaison with parents regarding behaviour incidents.
- To support with the supervision of identified students not in lessons

#### **2. Administration**

- To be responsible for all administrative tasks associated with the role.
- To keep records of student's behaviour in lessons and ensure any safeguarding concerns are recorded on the school's online platform, MyConcern.

#### **3. Communication**

- To assist with the promotion of a positive image and meaningful communications within and outside the school community.

- To ensure efficient communications regarding student mentoring and welfare with relevant members of staff.
- To communicate regularly with the Assistant Head (Behaviour for Learning).
- To pass on all child welfare and safeguarding concerns to the relevant Head/Deputy Head of House, Assistant Headteacher (Safeguarding) or MyConcern. All individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To work within the boundaries of confidentiality.
- To carry out duties in compliance with the School's Equality and Diversity Policy.

#### **4. General**

- To be a positive role model to all students
- To model calm, confident, positive behaviour
- To promote the safeguarding and welfare of people you are responsible for or come into contact with.
- To ensure all tasks are carried out in compliance with Health & Safety Policy and Procedures.
- To ensure all tasks are carried out in compliance with all school policies and procedures including the Equality Policy, Data Protection Policies and procedures, and the Staff Code of conduct.
- To undertake appropriate professional development including adhering to the principles of performance development.
- To establish professional and productive working relationships with all colleagues and stakeholders through team working and mutual support.
- To adhere to the ethos of the school:
  - ❖ To promote the agreed vision and aims of the school
  - ❖ To set an example of personal integrity and professionalism.
- Any other duties commensurate with the grade to ensure the smooth running of the school.

#### **Person Specification**

- GCSEs (or equivalent) in English and Maths
- Experience of working with children in an educational setting is desirable
- Significant empathy with students who have additional or special educational needs. Where appropriate to be prepared to undertake special skills training, i.e. signing, to meet additional education and communication needs.
- Willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers.
- Excellent communication skills working with young people and colleagues at all levels
- Sound interpersonal and supervisory skills, supported by recognised training are required to assist in managing available resources
- Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness and a good team player
- You will be expected to develop a working knowledge of the School's procedures and policies

## Conditions of Service

<b>Salary Grade:</b>	Grade 5 (spinal column points 5 – 6)
<b>Salary rate:</b>	£12.18 - £12.39 per hour ( <i>pay award pending</i> )
<b>Contractual hours:</b>	30 hours per week 8.30am – 3.30pm, Monday to Friday (with an hour for lunch (unpaid))
<b>Contract type:</b>	Fixed term for 1 year
<b>Contractual weeks:</b>	Term time only
<b>Annual Leave:</b>	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time