**Job Description**

**Post: Senior Educational Teaching Assistant (Behavioural)**

**Purpose**

To work under the guidance of Teaching/Senior Staff to implement and oversee agreed work programmes with individuals/groups, in or out of classroom. This could include those requiring detailed and specialist knowledge in behavioural areas and will involve assisting the Teacher in the whole planning cycle and the management/preparation of resources.

**Duties and Responsibilities**

* Constantly uphold and promote our values and vision
* Work directly with the SEN team to ensure effective provision
* Provide students with clear behaviour expectations and ensure our system of sanctions and rewards is firm and fair whilst managing challenging and extreme behaviour of individual pupils
* Work with the teacher to ensure that progress is clearly recorded and relates to the learning objectives/goals for students
* In conjunction with the teacher provide one to one support for targeted pupils or groups of pupils on a short-term basis or for particular lessons, where there are behaviour barriers to learning for the pupils
* Supervise activities and assist with the general management and control of students in the academy
* To assist where required in the planning of learning activities
* Work with individuals or small groups to ensure interventions are delivered that meet the needs of the students and comply with the recommendations of their statements/EHCPs
* To participate in and assist in supervision of educational visits, in conjunction with the teacher / line manager
* Respond to the needs of all students with a sense of urgency
* To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager
* To provide lunchtime cover as required
* Liaise with relevant staff to ensure all students’ needs are met
* Manage own workload and that of others to allow an appropriate work / life balance
* Work in effective partnership with other leaders in the Trust
* Support students throughout the day by fulfilling pastoral responsibilities
* Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy’s goals and improvement plan
* Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar
* Consistently implement all academy policies
* Contribute to decision-making and consultation procedures
* To contribute to plans, reviews and evaluations of pupils by writing reports on pupils’ progress and attendance at meetings
* Report any safeguarding concerns immediately to the Designated Safeguarding Lead
* Carry out any other reasonable duties as requested by the Headteacher/Deputy Headteacher and SENDCo

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***