

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Teaching Assistant – Behaviour Support
CONTRACTED HOURS	27.5 hours per week / 38 weeks per year
LOCATION	Ditton Lodge Primary School, flexible across the Trust
GRADE / SCALE POINT – SALARY	Grade 2 (below the bar)
REPORTING TO	Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

The role involves working with a variety of children with emotional behavioural difficulties. To support them to learn as effectively as possible both in group situations and individually and to develop social skills and understanding.

KEY TASKS & RESPONSIBILITIES

Support for Pupils:

Under the Senior Leadership Team's instruction

1. Promote good behaviour;
2. Undertake a range of routine tasks to support learning, e.g. Listening to reading, discussing stories etc.;
3. Mark pupils' work, as appropriate, maintaining basic records;
4. Clarify and explain instructions;
5. Motivate and encourage pupils as required;
6. Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure;
7. As appropriate, look after sick/upset pupils and attend to physical needs;

Support for Teachers

1. Liaise with the class teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for pupils;
2. Maintain a purposeful, orderly and supportive environment for learning;
3. Assisting the class teacher in supporting pupils, enabling access to the curriculum;
4. Assist the class teacher in preparation of resources and displays;
5. Support and assist the class teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with pupils to positively promote and enforce the school's behaviour policy;
6. Observe pupil learning and support this learning in the light of observations;
7. Monitor pupil's performance, providing regular feedback about the child to the teacher;
8. Act on the teacher's assessments to carry out further support work with pupil;
9. Maintain basic pupil records;
10. Assist teaching staff to ensure that aims and objectives of the school are achieved;

11. Supervise pupils on the playground and elsewhere on the school site and premises as required as part of the school's agreed duty rota;

Team Working and Personal Professional Development

1. Attend and participate in curriculum planning meetings (after school as required)
2. Keep up-to-date with school policies and procedures;
3. Liaise, advise and consult with other members of the staff team, supporting children when asked to do so;
4. Attend relevant in-service training;
5. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum;
6. Support implementation of Government initiatives under the instruction of line manager.

Health, Safety and Wellbeing

1. Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of staff colleagues;
2. Refer pupils to a school paediatric first aider or the Principal ensuring that the class teacher is aware;
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency;
4. Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	• Ability to read and understand instructions • Ability to complete basic paperwork	• Basic knowledge of first aid
Skills	• Ability to communicate effectively with young children • Ability to communicate effectively with teachers • Ability to communicate effectively with parents • Knowledge and understanding of the primary curriculum	
Experience	• Experience of working with children • Working with groups of children in an organised situation • Experience of behaviour management	
Knowledge	• Child protection • Safeguarding • Health and Safety • Data protection • Code of Conduct • Equality • Race Relations • Confidentiality (NB relevant training will be given)	• Knowledge of Primary curriculum expectations • Knowledge of school policies and procedures
Other requirements	• Patience • Confidence • Flexibility • Team work • Caring • High expectations • Able to use initiative	• Willingness to run after school sporting clubs • Monitor, record and make basic assessments • Knowledge of activities to supplement those provided by class teacher