Job Description

KEY INFORMATION	
Post title:	Teaching Assistant Level 3
Grade:	
Responsible to:	Head of Centre
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To complement the centre's delivery of the national curriculum by implementing and delivering a range of programmes and interventions for pupils, working with classes, small groups and on a one to one basis with pupils who have SEMH.

MAIN DUTIES AND RESPONSIBILITIES	
1	Under guidance and within an agreed system of supervision, work with individual students, small groups and where appropriate the whole class, to implement and deliver programmes of work
2	Use initiative in delivering and implementing learning activities by application of specific skills, knowledge and experience of students, under the guidance of the teacher or the Head of Centre
3	Plan and prepare own work in accordance with instruction, including adaptation of work/activities as directed
4	Develop, prepare and differentiate work defined within the planning cycle under the guidance of teachers or the Head of Centre
5	Assist teachers in the preparation of resources for planned work to take place, including setting up in the classroom or other learning environments
6	Contribute to the assessment and monitoring of student progress through planned student observation, marking, recording and feedback procedures
7	Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
8	Provide information and attend and contribute to meetings with staff, parents/carers and other external professionals as and when required, under the guidance of the teacher or Head of Centre
9	Accompany other staff and students on school visits, trips and in other activities outside of the classroom, taking responsibility for specific students or small groups as directed

10	Undertake administrative and clerical tasks as and when required
11	Use behaviour management strategies, in line with the centre's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others
12	Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for their child's attendance, access and learning, and supporting home to school and community links
13	Contribute towards Annual Reviews for children with EHC Plans

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Five GCSEs at grade C/4 or above, or equivalent qualifications, including maths and English
2	Level 3 qualification in Supporting Teaching and Learning, other relevant qualification, or the willingness to obtain
3	*Further qualifications, e.g. A levels, degree, further qualifications in supporting teaching and learning (desirable)*
4	Trauma informed school approach qualification and/or experience (desirable)
Experience	
1	Experience of working in a school or working with vulnerable young people who have SEMH needs
2	Experience of working in multi-disciplinary teams in order to support students or vulnerable young people
3	Experience of participating in planned intervention programmes for students or young people with SEMH needs
Skills/Knowledge/Abilities	
1	Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)
2	Ability to plan effective activities for pupils at risk of underachieving
3	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
4	Good written and verbal communication skills with the ability to communicate effectively and clearly
5	Ability to build effective, professional relationships with a range of staff, children, young people, their families and carers
Personal Attributes	
1	Ability to work successfully alone and as part of a team
2	Ability to work well under pressure and manage competing deadlines

3	Resilient, with a flexible outlook and the ability to adapt to changing priorities and to work at pace
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check