

The Reintegration Centre

Top Valley Drive

Nottingham

NG5 9AZ

0115 9770512

a.Fisher@redhillacademytrust.org.uk

Centre Manager

Mr M Leslie

Head Teacher

Mr D Philpotts

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Job Description

Job Title: Teaching Assistant

Location: The Trust Inclusion Centre

Hours of Work: 32.5 per week, Term-time only (paid term time only)

Salary: The Redhill Academy Trust Pay Scale, Band 7 £19,843 to £21,904 Full time equivalent *subject to relevant qualifications

Responsible to: Headteacher (South Nottinghamshire Academy)

Responsible to: Inclusion Centre Manager

Post Objective: To provide behavioural support to promote individual students' progress and aspirations.

Main Duties and Responsibilities:

Classroom Support

- Under the direction of the Inclusion Centre Manager, work with individuals and small groups of students within a classroom situation to ensure each child has the maximum access to all learning activities.
- In liaison with provision staff, plan, prepare and deliver the support needed, developing strategies to achieving positive behavioural outcomes.
- Support provision staff with appropriate strategies when dealing with challenging behaviour.
- Ensure pupils receive regular and constructive feedback with regards to their progress through mentoring.
- Arrange and develop 1-1 mentoring programmes to support students in managing their own behaviour and learning.
- Work with provision staff in the planning and implementation of individual behaviour support programmes for named children or small groups.
- Develop and deliver group workshops for students identified with Behavioural, Social and Emotional Difficulties (BSED).
- Liaise with work experience providers, parents and provision staff on student progress.

- Challenge and motivate students to promote self-esteem and raise aspirations.
- To undertake individual support for students through internal and external exams.
- To deliver extra-curricular activities where appropriate.

Resources/Administration

- Assisting in the development and maintenance of materials and equipment used in the provision – this may involve liaison with staff within the Trust.
- Create comprehensive reports to track progress of students attending the provision.
- Liaise with staff about the needs of individual children and share good practice.
- Ensure there is continuous pastoral care with students accessing the provision.
- Keep track of attendance of students through registration of all students in your care.

General

- Liaison with other providers, schools within the trust, and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the provision'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.

