

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Teaching Assistant – Therapeutic Mentor</b>
<b>Purpose:</b>	To support the inclusive ethos of the school by providing care and emotional health support to children, through mentoring, small group and 1:1 support
<b>Reporting to:</b>	Assistant Headteacher
<b>Salary/Grade:</b>	£18,944 - £28063 FTE                      Band 2 / Vocational Group 3
	This post is for 30 hours a week (plus training Weds to 5pm) x 39 weeks a year
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Supporting the pupil</b>	<ul style="list-style-type: none"> <li>• Provide pastoral support to children</li> <li>• Manage the supervision of children excluded from, or otherwise not working to, a normal timetable</li> <li>• Undertake comprehensive assessment of children to determine those in need of particular help</li> <li>• Assist the other inclusion team members with the development and implementation of Pastoral Support Plans / Learning Plans / Team around the child approaches</li> <li>• Establish productive working relationships with children, acting as a role model</li> <li>• Arrange and develop 1:1 mentoring with children and provide support for distressed children</li> <li>• Provide information and advice to children to support their learning/engagement/attendance</li> <li>• Challenge and motivate children, promote and reinforce self-esteem</li> <li>• Provide feedback to children in relation to progress, achievement, engagement and attendance</li> <li>• To ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times</li> <li>• To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety</li> <li>• To provide learning support for pupils in class and in withdrawal sessions (interventions)</li> <li>• To foster each child's development and growth of independence and self-reliance</li> <li>• To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child</li> <li>• To implement the school's policies fully</li> <li>• To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status</li> <li>• To be aware of own practice and keeping up with current trends in education</li> <li>• Attending relevant courses when possible, in accordance with priorities in the school Development Plan</li> <li>• In carrying out the tasks in this job description you have a duty (under Health &amp; Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment</li> <li>• To continuously develop your own role, taking responsibility for identifying and addressing training and development needs</li> </ul>

<b>Supporting the School</b>	<ul style="list-style-type: none"> <li>• Where appropriate to foster links between home and school</li> <li>• To liaise, consult and advise with other members of the team and outside agencies, regarding the child's progress</li> <li>• To contribute to review meetings, where appropriate</li> <li>• To participate in relevant professional development</li> <li>• To be aware of and follow the schools policies and procedures</li> <li>• To complete any other relevant tasks as directed by Line Manager(s)</li> </ul>
<b>SUPPORT FOR THE TEACHER responsible for behaviour and relationships.</b>	<ul style="list-style-type: none"> <li>• Support children's access to learning using appropriate strategies, resources etc</li> <li>• Work with other staff in planning, evaluating and adjusting learning activities as appropriate</li> <li>• Monitor and evaluate children's responses and progress against action plans through observation and planned recording</li> <li>• Provide objectives and accurate feedback and reports, as required</li> <li>• Manage record keeping systems and processes under the direction of the SENCo</li> <li>• Develop and implement appropriate behaviour management strategies</li> <li>• Establish constructive relationships with parents/carers</li> <li>• Administrative support, e.g., dealing with correspondence, analysis/ reporting on exclusion etc, contacting parents etc</li> </ul>
<b>Supporting the SENCo</b>	<ul style="list-style-type: none"> <li>• To help and support the SENCo in delivering a suitable programme of activities for the child's individual development, both indoors and out.</li> <li>• To assist in making resources to support activities that have been advised by the SENCo/outside agencies</li> <li>• To provide feedback about the child's progress to the SENCo, parents and outside agencies</li> <li>• To report any problems about arrangements or incidents to the SENCo or Line Manager</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

<b>Signed</b>  <b>Print Name</b>	
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