

Full job description

We have a fantastic opportunity to join our In Toto Ed team in Cambridge and make a real difference to our student's lives. We are passionate about unlocking each student's potential by offering an alternative to mainstream education. Our vision is for every student to feel safe and happy, to achieve their potential and to have a bright future.

We teach in small groups of students aged between 11-25 with a leading dedicated and experienced teaching team, with the aim that each student is given individual attention and care. We create individual learning packages to ensure that our student's needs are supported. All of our students have Educational Health Care Plans (EHCPs).

At In Toto Ed we can provide more than just a job in education. We can offer you a career where you can develop your skills and knowledge while making a difference in students' lives. We will support you to map out your career trajectory and help you achieve your professional ambitions. If you want to learn more about In toto ed please visit our website www.in-toto-ed.com

About the role

As a **teaching assistant**, you will have the opportunity of developing authentic relationships with students. You will connect directly with the brilliant students we care for, helping to make sure they get the very best from their education. Our students have so much potential, and they will rely on you to guide their learning journeys bespoke to them.

You will help prepare learning materials and run small classroom activities as well as activities within the community. You will face challenges and overcome them as you flourish and thrive, sharing your skills and learning from others. Every day can be different, but you will have all the support you need, with lots of skills and experience to draw on along with valuable advice and guidance too.

Who are we looking for

If you come from educational, care, the army, outdoor activity centres or any other role supporting children and young people and are eager to help vulnerable students to live happy, fulfilling lives, this is the role for you.

You will be adaptable and ready to work in a variety of classroom roles, according to individualised needs. Taking a responsive and caring approach, you may be running small classroom activities, one-to-one activities, and supporting students to access trips within the community.

- A passion for supporting and empowering children and young people
- Ability to form positive working relationships with others.
- A calm and rational manner when dealing with challenging situations.
- Experience working with children and young people who have additional needs including behaviour that is a barrier to their education
- Confident to deliver small group and 1 to 1 activities.

- A team player who engages well with others
- A strong communicator
- A genuine interest in supporting children and young people to reach their full potential
- Energetic and hard-working.
- Flexible and adaptable to change
- A glass half full person, with a sense of humour and a positive outlook

Full job description for this role can be seen below.

We are also especially interested to hear from applicants who are able to support or lead 1:1 sport/ gym activities.

The post will require 1:1 work with active students who will need engaging in sport regularly.

Responsibilities

The responsibilities outlined in this job description may be modified by the

Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Classroom Support

- Under the direction of the Teacher, work with individuals and small
- groups of students within a classroom situation to ensure each student has the maximum access to all learning activities.
- In liaison with teaching staff, plan, prepare and deliver the support needed, developing strategies to achieving positive behavioural outcomes.
- Support teaching staff with appropriate strategies when dealing with challenging behaviour.
- Ensure students receive regular and constructive feedback with regard to their progress.

Student Support

- Arrange and develop 1-1 mentoring programmes to support students in managing their own classroom behaviour and learning. Writing up these sessions and monitoring progress.
- Work with teaching staff in the planning and implementation of individual behaviour support programmes for named students or small groups.
- Meeting individual students or small groups to support them through withdrawal from classes or through meetings arranged at other times in the day.
- Small group work intervention – mentoring support
- Liaise with other educational providers, parents and teaching staff on student progress.
- Challenge and motivate students to promote self-esteem.

- To undertake individual support for students through internal and external exams.
- Accompany students on work experience or other trips to external venues
- Supporting the development and implementation of transition plans
- Supporting the induction process

Resources/Administration/Organisation

- Assisting in the development, maintenance and procurement of materials and equipment used at In Toto Ed.
- Support teaching staff with student journeys, reviews and reports.
- Liaise with teachers about the needs of individual students.
- Taking registers, delivering notices, and offering pastoral support.
- Liaising with parents/carers
- Assisting in home visits
- Taking a lead on displays and activities to promote the inclusion calendar

Pastoral

- Ensure you are familiar with the School's health and safety guidance and be responsible for their own health and safety and that of their students.
- Be prepared to undertake the pastoral role of a form tutor.
- Manage student behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the students.

Other Professional Duties

- Attendance at staff meetings and INSET activities.
- To uphold and actively support In Toto Ed policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- This role involves working in regulated activity with student and an Enhanced DBS clearance is required for this position.
- Undertake First Aid, Allergywise and EpiPen training.

Safeguarding

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

There are considerable additional benefits that are available to staff as an In Toto Ed employee. The main benefits are listed below:

- Unlimited access to an award winning CPD platform

- Term time only (39 weeks including 5 inset days) **Fully funded Level 3 Paediatric First Aid Qualification for all staff**
- Fully funded enhanced DBS
- Accredited support through QTLS
- Training grants for qualifications, including NPQ, NPQSL and NASENCO
- Access to extensive professional development opportunities
- Cycle to work scheme
- Free onsite parking
- Health Assured EAP programme which includes varied types of counselling, 24/7, 365 confidential helpline, mental health crisis phone support
- Access to my healthy advantage app which includes: wellness plans, rewards including discounts with a variety of retailers including travel agents and gyms
- Bonus for staff with 100% attendance to work (per academic year)
- Small class groups
- Employee recognition and service awards
- Casual Dress Code Company pension
- Free Specsavers eye test
- Work Laptop or MacBook provided
- Free tea and coffee
- Bonus for referring a friend to In Toto EdSee our recruitment pack by following the link below:

https://www.in-toto-ed.com/_files/ugd/62ad35_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf

Job Types: Full-time, Permanent

Pay: £18,000.00-£20,000.00 per year

Schedule:

- Monday to Friday

Work Location: In person

Expected start date: 21/11/2024