

## Full job description

**Job Title:** Teaching Assistant

**Salary:** £20,054.93 - £21,000

**Working Hours:** Full time, Term Time Only

**Contract Type:** Permanent

**Location:** Fordham, Cambridge

Are you an experienced Teaching Assistant looking for a new role within a growing education provision in Fordham, Cambridge? Look no further - In Toto Ed has a fantastic opportunity to join our In toto ed team in making a real difference to our students' 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, achieve their potential, and have a bright future. We teach in small groups with a dedicated and experienced teaching team, ensuring that each student receives individual attention and care. We create individual learning packages to support our students' needs.

## Main Duties

### Classroom Support:

- Work 1:1 with students or small groups to ensure they access all learning activities.
- Assist teaching staff by planning, preparing, and delivering support strategies.
- Provide constructive feedback to students on their progress.
- Support teachers in managing challenging behaviour through appropriate strategies.

### Student Support:

- Develop and implement 1:1 mentoring programmes to support student behaviour and learning.
- Plan and deliver small group intervention and mentoring sessions.
- Support individual students during transitions, inductions, exams, and class withdrawals.
- Challenge and motivate students to build self-esteem and encourage positive outcomes.
- Accompany students on external trips, work experience, and educational visits.

### Resources, Administration, and Organisation:

- Assist in the development and maintenance of classroom materials and resources.
- Support staff with student reports, reviews, and pastoral communications.
- Take registers, deliver notices, and liaise with teachers, parents, and external agencies.
- Participate in home visits and support the inclusion calendar through displays and activities.

### Pastoral Duties:

- Be familiar with health and safety policies, ensuring the safety of students.
- Assist in managing student behaviour, creating a safe and orderly learning environment.
- Undertake form tutor responsibilities where required.

### Other Professional Duties:

- Attend staff meetings, INSET training, and professional development activities.

- Actively support school policies and procedures.
- Undertake First Aid, Allergywise, and Epipen training as required.

### **About You**

- Strong verbal and written communication to engage with students, staff, and parents, while providing clear instructions and feedback.
- Ability to support positive behaviour strategies, manage challenging behaviour effectively, and promote a safe and orderly learning environment.
- Effective time management and the ability to plan and deliver 1:1 and small group sessions, while balancing administrative tasks.
- Flexibility to respond to changing student needs and classroom situations, with a proactive approach to problem-solving and supporting learning.
- Willing 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.

### **What We Can Offer**

- 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 Ed

See our recruitment pack by following the link below:

[https://www.in-toto-ed.com/\\_files/ugd/62ad35\\_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf](https://www.in-toto-ed.com/_files/ugd/62ad35_c99f15f763fd4a3cacc495c3ce6ab9b6.pdf)

In Toto Ed are committed to safeguarding and expect everyone who works in our school (and visitors to our school) to share this commitment. We take all safeguarding and welfare concerns seriously and encourage our pupils to talk to us about any worries they may have. We will always act in the best interests of the child. The successful applicant must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS.

We do not accept CVs sent through Agencies and only accept direct applications.