



Job description

Teaching Assistant

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.