

Job Description

Job Title:	Teaching Assistant
Location:	Park Vale Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7 £18,472 to £20,390 (full time equivalent) Actual salary £15,559 to £17,174
Hours of Work:	32.5 per week, Term-time only
Responsible to:	Lead TA & SENCO
Post Objective:	To provide behavioural support to promote individual students' progress and aspirations.

Main Duties and Responsibilities:

Classroom Support

- Under the direction of the head of provision, 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) and students accessing the ASDAN programme.
- 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 with BSED.
- 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.