



### Job Description

Post: Teaching Assistant

Grade: 6 Points 15-20 £27803 - £30296 pro rata

Location: Ryeleaze Centre, Stroud – may be asked to cover at other sites

Hours: 35 hours per week 8.30-4.00 Mon – Fri

Weeks: 39 weeks per year term time only

### **Job Purpose**

To support the learning of pupils by delivering educational and pastoral programmes and supporting the wider learning outcomes for vulnerable pupils.

### **Main Duties and Responsibilities**

Under the direction of the Centre Manager:

- Motivate and support pupils including those who are particularly vulnerable, disadvantaged and/or disaffected.
- Champion and support the physical and emotional development of pupils while ensuring their safety.
- Contribute to the delivery and evaluation of relevant educational programmes to pupils requiring support either in a group setting or to individuals.
- Support the use of ICT in learning activities.
- Contribute to the preparation, development and maintenance of identified resources.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupil's work.
- Contribute to robust pupil tracking records.
- Contribute to the efficient recording of pupil progress and assessment.
- Provide appropriate support to students in venues other than school.
- Assisting with relevant break time supervision.
- Ensure all safeguarding protocols are followed rigorously.
- Support the ethos of the school, upholding the Code on Conduct and all agreed policies.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Keep abreast of current practice and undertaking training as required.
- Undertaking any other duties which are relevant to the post as required by the Director, Deputy Director, SLT or Line Manager.
- To provide support for new pupils admitted to the school to include academic and pastoral testing.

- Pro-actively work with families to support engagement and attendance.
- Write support plans and deliver active learning experiences.
- **Special Conditions**
- This position is subject to an enhanced Criminal Records Bureau check, and you will be asked to apply for a disclosure certificate if you are offered the position.

## **Person Specification**

### Experience

- Experience with and understanding the needs of disadvantaged, disaffected and emotionally challenged children and young people.
- A wide understanding and working knowledge of safeguarding procedures.
- Demonstrable record of personal and professional development.

### Knowledge and Skills

- Ability to work independently in a range of settings and at times unsupervised.
- Ability of relate to children and young people.
- Good range of behaviour management skills applied in various situations.
- Good organisational ability.
- Good interpersonal skills.
- Ability to work in an inclusive and non-judgemental way.
- IT literate.
- Competent report writing skills.
- Sound literacy and numeracy skills.

### Personal Qualities

- Commitment to equal opportunity and anti-discriminatory practice.
- Show a clear interest in working with children and young people to achieve the positives outcomes.
- Demonstrates an ability to be flexible and versatile.
- Positive attitude.
- Ability to work in a team.
- Robust and resilient.

### Qualifications

- Relevant Professional Qualifications or substantial service as a Teaching Assistant or equivalent.

