**Job Title: Teaching Assistant**

**Responsible to: Assistant Headteacher**

**Grade: H18 Term Time Only**

**Location: Endeavour Academy Bexley**

**Job Summary:**

To work as part of the whole staff team in supporting the individual learning needs of students. Modelling appropriate social skills and supporting students in making the right choices, resolving conflict and developing thinking skills. Working collaboratively in the classroom with teaching staff to promote good learning habits and develop literacy and numeracy skills. Supervising pupils and engaging positively with them in both structured and unstructured times. Maintaining professional boundaries at all times and observing / upholding the values and ethos of the Trust whilst contributing to the overall vision of the school.

**PRINCIPAL ACCOUNTABILITIES**

1. Support pupils in lessons who have an Education Health Care Plan.
2. Work 1:1 and with small groups of pupils under the direction of a teacher.
3. Work collaboratively with teaching staff and other colleagues in managing behaviour and encouraging pupils to make the right choices within the framework of the Behaviour Policy.
4. To focus on literacy and numeracy support and progress across the curriculum, building resilience and perseverance skills in pupils.
5. Motivate pupils to engage in learning tasks and model problem-solving skills in attempting difficult tasks and overcoming barriers to learning.
6. Contribute to the whole school ethos of restorative practices and solution-focused work to support children and young people in making the right decisions and developing improved personal strategies for managing and modifying their own behaviour.
7. Provide pastoral support for students, including liaison with parents/carers in conjunction with the class teacher or form tutor.
8. Contribute to the creation of stimulating and safe learning environments for all students as well as contributing to the overall professional appearance of the school building through displays and attention to student behaviour related to damage / graffiti.
9. Record management information in relation to behaviour and achievement on agreed systems.
10. Attend daily briefing and debriefing meetings as well as other staff meetings and team training as directed by the Head Teacher.
11. Develop a stimulating and exciting learning environment for students with opportunities for broadening experiences and learning new skills.
12. Undertake supervisory duties during unstructured time in line with the team ethos of the school and any other reasonable duties as directed by the Head Teacher.
13. Adhere to Team Teach procedures to ensure the health and safety of all pupils and staff.
14. To engage with professional development and undertake tasks and responsibilities associated with the training completed\*.
15. To abide by the school's policies, including those relating to safeguarding, health and safety and equal opportunities.
16. To undertake other reasonable duties which are consistent with both the needs of the school and commensurate with the role of the post holder.

\**Staff who undertake Team Teach Instructor Training or First Aid training will be expected to fulfil the duties associated with these roles following completion of training and must undertake refreshers annually or bi-annually as required.*

**PERSON SPECIFICATION**

1. Experience of working effectively with disaffected pupils who display emotional and behavioural difficulties and/or on the autistic spectrum and to evidence progress and outcomes for those pupils in relation to academic and behavioural progress.
2. Ability to engage pupils positively whilst maintaining consistent boundaries.
3. Confidence in managing highly challenging behaviour and ability to resolve issues independently, showing experience in supporting young people in addressing their behavioural barriers to learning and reintegration beyond school.
4. Excellent written and verbal communication skills and an ability to work effectively with schools, parents, young people and other agencies.
5. Knowledge of a range of additional educational needs that may affect the emotional welfare and behaviour of young people and evidence of strategies to overcome these and support inclusion.
6. Ability to support literacy and numeracy intervention work and improve skills in these areas.
7. Understanding of restorative justice practices/approaches used in a classroom setting or willingness to undertake training in order to adopt this approach.
8. Experience of effective team working.
9. Willingness to be flexible and responsive to individual student’s needs but able to work within the framework of consistent, agreed approaches.
10. Strong personal boundaries in relation to self-management and interaction with others.
11. Willingness to undertake training in behaviour management including Team Teach.
12. Ability to demonstrate confidence, resilience and perseverance.
13. Ability to be flexible and cope with changing priorities and demands.
14. Basic IT skills and willingness to engage in further training and support to be able to use management information systems.
15. A firm grasp of the importance of confidentiality and the duties of education professionals in relation to safeguarding concerns.
16. Recent experience of working effectively with other professionals within a classroom setting.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.