

## Job Title Teaching Assistant

### Job Description and Personal Specification

<b>Job title:</b>	Teaching Assistant
<b>Place of work:</b>	At one of the sites within the school
<b>Hours of work:</b>	30 hours a week (Term time only, 39 weeks)
<b>Salary/Grade:</b>	Education – Teaching and Learning Support
<b>Reports to:</b>	Assistant Head Teacher
<b>Level of screening:</b>	Enhanced DBS

## Who we are



Catch22 is a social business which design and delivers services that build resilience and aspiration in people and communities. We believe that people can thrive when they have a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

All Catch22 services deliver at least one (and often all three) of these outcomes.

If you share our values and commitment to transforming people's lives, get in touch!

## Where you fit in

Catch22 provides young people aged 4 to 18 with alternative and special education in order for them to progress and succeed in sustained education or employment. We do this through high quality teaching and learning based on effective relationships that enable the achievement of life skills and meaningful qualifications.

Under the direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents, and carers.

Engage in interventions both in and out of lessons to foster effective participation of students in the social, behaviour and academic processes of the school. Work with the team to implement behaviour management strategies and develop relationships with students who may be vulnerable and have complex needs.

## **Main Duties & Accountabilities**

### **Teaching and Learning**

Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.

To undertake activities in order to monitor the personal social and emotional needs of pupils.

To develop positive relationships with pupils to promote pupil progress and attainment.

To assist in the devising of pupil's individual targets and their monitoring and review.

To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.

Deal with behavioural and special needs issues in conjunction with the teacher.

Deliver SEN interventions.

Provide feedback to students without reference to the teacher.

Take small group of students for defined activities.

Support and work with the teacher in testing/assessment.

Provide individual student and group counselling as required.

Take responsibility for meetings with external school contacts, e.g. parents, education psychologist, GP.

Work with challenging students away from the classroom as a respite strategy.

To assist in providing an atmosphere in which effective learning can take place

To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.

To plan, prepare and accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.

To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and those experiencing emotional and behavioural difficulties.

To attend relevant meetings and participate in training opportunities and professional development as required.

### **For People (For Staff, Sessionals, students and volunteers)**

No management/supervisory responsibility for staff, students or volunteers other than to help and advise colleagues as necessary.

Supervise students at breaks and lunchtimes.

Take responsibility for a whole class during the temporary absence of a teacher.

## **For Resources**

To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate

To undertake classroom administrative tasks including the maintenance of records

Provide detailed written reports when addressing complex student needs.

## **Inclusion**

Actively contribute to our ambition of creating an inclusive culture, recognising and embracing difference. Act in line with, promote and carry out all responsibilities with full regard to Catch22's Equality and Diversity Policy. Promote and demonstrate anti-discriminatory practice.

## **Health, Safety and Wellbeing**

Follow safe systems of work at all times in accordance with your responsibilities as an employee of Catch22. Report incidents in line with Catch22's Health and Safety policy, so that remedial action can be taken to prevent an accident or ill health. Take reasonable care of your own health, safety and wellbeing and help support those around you with theirs.

## **Other requirements**

Reflect the vision, mission aims and values of Catch22 at all times.

Role model Catch22 behaviours.

Complete mandatory training in line with Catch22's policy and procedures

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the organisation. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

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## **What does good look like for this role?**

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Improve attitude and engagement of pupils with the teacher to identify pupils who need specific support

Enable pupils to make academic progress

Employ a range of strategies and tools to effectively manage the pupils with highest needs where necessary

## Organisational Relationships

Reports to the Assistant Head Teacher

To become part of the team around the child that shapes education, social and cognitive development.

Develops positive relationships with students, parents/carers, external agencies

### CATCH22 VALUES



**WE'RE COMPASSIONATE:**

We care about people – supporting them to move forward.



**WE EMPOWER OTHERS:**

We give people the knowledge, skills and opportunities to thrive.



**WE'RE COLLABORATIVE:**

We do things with people, not to them.



**WE'RE CURIOUS:**

We explore, innovate and challenge to improve what we do.

<b>Job Title: Teaching Assistant Person Specification</b>			
<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
<b>QUALIFICATIONS</b>	A relevant professional qualification (NVQ level 2) Level 2 English and Maths.	Evidence of continuous professional development and training	Application
<b>KNOWLEDGE</b>	<p>An understanding of classroom roles and responsibilities.</p> <p>Ability to observe, monitor and provide constructive feedback on pupils progress.</p> <p>To be able to deal with inappropriate behaviour in a calm and non-judgemental way following school guidance.</p>	<p>Have an understanding of curriculum, particularly literacy and numeracy requirements.</p> <p>An ability to understand the principles of child development and learning processes and in particular barriers to learning.</p>	Application/ Interview
<b>EXPERIENCE</b>	<p>Experience of working with children with complex and profound additional needs.</p> <p>Experience of working with relevant age groups within a learning environment.</p>	Have experience of teaching in an alternative provision environment.	Application/ Interview
<b>SKILLS &amp; ABILITIES</b>	<p>Ability to work well as part of a multidisciplinary team.</p> <p>An understanding of classroom roles and responsibilities.</p> <p>Able to use basic ICT including computer, audio, video equipment and photocopier.</p> <p>Ability to work at an advanced level with the teacher in planning and delivery of teaching activities (including those defined in Individual Education Plans).</p>		Application/ Interview

	<p>Efficient and effective organisational skills</p> <p>Good keyboard skills and knowledge of relevant ICT packages.</p> <p>Ability to understand roles of parents and carers, and external contacts in pupil learning and demonstrate ability to liaise with them sensitively and effectively.</p> <p>Ability to observe, monitor and provide constructive feedback on pupils progress.</p> <p>Ability to stay calm and be patient and understanding when dealing with children.</p>		
<b>OTHER</b>	<p>Share Catch22 values</p> <p>Awareness of and commitment to Equality &amp; Diversity</p> <p>Willing to travel and work flexibly</p> <p>Desire to develop and undertake training as required</p>		Application/ Interview