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| Job Title **Job Description and Personal Specification** | |
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| **Job title:** | Teaching Assistant |
| **Place of work:** | Brunel Academy |
| **Hours of work:** | Full TIme - term time |
| **Salary/Grade:** | Grade C Zone 3 |
| **Reports to:** | Extended Senior Leader |
| **Level of screening:** | Enhanced DBS |
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| Who we are | |

**Catch22** exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

**The Brunel Academy** is a specialist provision for learners aged 11 to 16 whose needs cannot be met within a mainstream environment. All students have an Education, Health and Care Plan (EHCP) in relation to their Social, Emotional and Mental Health (SEMH) needs.

At The Brunel Academy, we believe that everyone needs the same four things to thrive. Our vision is a strong community where everyone has a good place to learn, a purpose and good people around them. In order to benefit from this, individuals must participate. We do this through high quality teaching and learning based on effective relationships that enable the achievement of life skills and meaningful qualifications.

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| Where you fit in |
| We are looking to appoint an enthusiastic, adaptable teaching assistant who wants to support our students and be part of our Academy’s future development and improvement. The role will be both challenging and highly rewarding.  The successful candidate will need to be:   * Able to inspire, support and challenge students in equal measure. * An effective communicator with strong interpersonal skills. * Resilient and keen to embrace working in an Academy that supports students with challenging behaviour. * An excellent team player who enjoys working collaboratively to provide maximum support and excellent learning opportunities for all students. * An outstanding classroom practitioner who is passionate about encouraging all to progress. * Mentally and physically healthy with a good attendance record.   Visiting the Academy prior to application is encouraged and welcomed. If you wish to do so, please contact the Academy on 01803 665522 or by email at sjeffs[@thebrunelacademy.org.uk](mailto:admin@thebrunelacademy.org.uk) |
| Main Duties & Accountabilities |

**Support for pupils**

* Take a lead role in managing and delivering pastoral support to pupils
* Undertake comprehensive assessments of pupils to determine those in need of particular help
* Develop and implement IEPs
* Take a lead role in the provision of support for pupils with any special needs
* Establish productive working relationships with pupils, acting as a role model
* Where required arrange and develop one to one mentoring arrangements with pupils and provide support for distressed pupils
* Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance
* Provide feedback to pupils in relation to progress, achievement, behaviour and attendance
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
* Manage the supervision of pupils excluded from, or otherwise not working to a normal timetable

**Support for teachers**

* Manage liaison with feeder schools and other relevant bodies to gather pupil information
* Support pupils’ access to learning using appropriate strategies, resources and, as required, deliver lessons planned by the teacher to small groups of students or on a 1:1 basis.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording
* Provide objective and accurate feedback and reports as required, to other staff on pupils’ achievement, progress and other matters, ensuring the availability of appropriate evidence
* Manage record keeping systems and processes
* Take lead role in the development and implementation of appropriate behaviour management strategies
* Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links
* Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy and pastoral systems
* Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
* Provide administrative support e.g. photocopying, word processing, filing, administration of coursework and similar duties as required

**Support for the curriculum**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses and needs
* Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

**Support for the school**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the overall ethos, work and aims of the school; this includes establishing constructive working relationships with other staff at the school
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* In an emergency accompany a child or children to hospital or designated surgery when requested by the Headteacher or designated representative
* Undertake any other reasonable duties assigned by the Line Manager

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| What does good look like for this role? |

Students are engaged in lessons and making progress

Teaching Assistant makes a positive contribution to the Academy in and outside of the classroom

Teaching Assistant displays high levels of resilience and a positive outlook

Students achieve good outcomes and transition to positive destinations

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| Organisational Relationships |

Accountable to : Line Manager - Extended Senior Leader

Links : Working in collaboration with other colleagues in Brunel Academy and across the Catch 22 South West Hub

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| Requirement | Essential | Desirable |
| **Qualifications** | * Good level of general education including GCSE Maths and English at grade C or above, or equivalent | * Level 3 qualification or above in Science, Maths, English or ICT * HLTA qualification or equivalent |
| Knowledge, skills and experience | * Skilled communicator * Well organised and efficient * Keeps clear records * ICT literate * Can work in a team * Can use own initiative * Proven ability to build relationships with children and young people with complex and challenging behavioural needs | * Working overview of the school curriculum at upper primary or secondary level * Clean driving licence * Knowledge and experience of literacy intervention, particularly using synthetic phonics * Experience of support work in a special school setting |
| **Safeguarding** | * Awareness of safeguarding issues | * Knowledge of safeguarding and child protection procedures and protocols |
| Interpersonal Skills | * Calm & patient * Sensitive, polite and friendly * Positive and constructive – seeks solutions to problems * Good listener * Resilient & flexible * Assertive * Punctual & reliable |  |
| **Professional Development** | * Values professional development | * Evidence of recent professional development   activities |
| **Other** |  | * Hold a clean current driving licence * Have use of own vehicle * Have business insurance cover |