HOPE SCHOOL

Name: ………………………………………………………………………………………………………………………………………

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| INTRODUCTION |

JOB TITLE : **Teaching Assistant – Level 3**

JOB PURPOSE : To work under the guidance of senior staff

 and within an agreed system of supervision, to implement

 agreed work programmes with individuals/groups, in or

 out of the centre. This could include those requiring

 detailed and specialist knowledge in particular areas and

 will involve assisting the centre leader in the whole planning cycle and the management/preparation of resources.

 Staff may also supervise whole groups occasionally

 during the short term absence of Centre Leader.

The main focus will be to maintain a safe and productive management of a group

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| SUPPORT FOR TRAINEES |

* Use specialist skills/training/experience to support trainees
* Assist with the development and appraisal process
* Establish productive working relationships with trainees, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all trainees within the centre
* Encourage trainees to interact and work co-operatively with others and engage in all activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to trainees in relation to progress and achievement
* To provide support and guidance for groups of trainees in workplace settings, where appropriate.

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| SUPPORT FOR THE CENTRE LEADER |

* Work with the Centre Leader to establish an appropriate learning environment.
* Work with the Centre Lead in preparations, evaluating and adjusting plans as appropriate
* Monitor and evaluate trainees’ responses to activities through observations and planned recording of achievement against pre determined objectives
* Provide objectives and accurate feedback and reports as required, to the Centre Leader on trainee achievement, progress and other matters ensuring the availability of appropriate evidence.
* Be responsible for keeping and updating records as agreed with the Centre Leader, contributing to reviews of systems / records as requested.
* Undertake marking of trainee progression and appropriately record progress
* Promote positive values, attitudes and good trainee behaviour, dealing promptly with conflict and incidents in line with established policy and encourage trainees to take responsibility for their own behaviour.
* Liaise sensitively and effectively with parents/carers as agreed with the Centre Leader within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
* Provide general clerical/admin support, for example, photocopying, basic word processing, filing, money administration, and preparation as appropriate for agreed activities

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| SUPPORT FOR THE PROVISION |

* Determine the need for, prepare and maintain general and specialist equipment and resources

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| SUPPORT FOR THE CENTRE |

* Be aware of and comply with the policies and procedures relating to Safeguarding, health, Safety and security, confidentiality and GDPR, reporting all concerns to the appropriate person
* Be aware of and support difference and ensure all trainees have equal access to opportunities to develop
* Contribute towards the overall ethos of the Centre
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Centre Leader, to support achievement and progress of all
* Attend relevant meetings as may be reasonably directed
* Participate in training, other learning activities and appraisal process as may be reasonably directed
* Experience of working with and supporting Post 16 young people

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| QUALIFICATIONS / TRAINING |

* NVQ 3 or equivalent qualification or experience
* Training in the relevant learning strategies eg literacy and /or sign language ICT etc
* GCSE (or equivalent) Maths and English
* Appropriate First Aid Training
* Duke of Edinburgh experience and training

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| KNOWLEDGE / SKILLS |

* Very good numeracy and literacy skills
* Can use ICT effectively to support learning
* Use of other equipment technology – video, photocopier
* Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Ability to identify own training and development needs and co-operate with means to address these
* Ability to relate well to young adults and staff
* Work constructively as part of a team, understanding provision rules and responsibilities and your own position within these

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| **SIGNATURES** |

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate change in job requirement

Signed: ………………………………………………………………………………….. Date: …………………….

Signed: ……………………………………………………………. ( Headteacher) Date: ………………