

JOB PROFILE

POST TITLE:	Teaching Assistant
RESPONSIBLE TO:	Head of Centre
HOURS:	Full and Part time options
WEEKS:	39 weeks per year, term-time only
SALARY:	£21,100 (37 hours a week)

JOB PURPOSE

Supporting the learning and behavioural needs of pupils at NSTC to enable them to develop the personal, social and academic skills required for their successful reintegration into mainstream school.

Scope

For some young people school can be difficult, this can be for a whole variety of reasons and NSTC offers pupils the opportunity to hit pause on patterns of suspension and negative behaviour points, reset and refocus. Our team work together to better understand the causes of these difficulties by appreciating the short space of time we have to work with pupils, we communicate with the pupil, their family and staff at their school to enable them to return and succeed.

Pupils are referred to NSTC by their mainstream school or by the Local Authority when their behavioural needs can no longer be met within the schools' resources. Pupils attend NSTC for 3 days a week and for the remaining 2 days they attend their referring school to practice the skills they have learned. All pupils are expected to return to mainstream school and will have a clear exit plan in place. The NSTC programme is intended to last 15 weeks, some pupils reintegrate quicker than this, some take that bit longer however our focus is always supporting pupils to return to mainstream school.

Our pupils can present with challenging behaviours that can prove difficult to manage, you will require excellent interpersonal skills and patience. TAs are a crucial element of our team; you will support pupils in class at NSTC and in their referring/receiving school and join us in celebrating the success they achieve.

The post holder will have the essential skills for working with pupils with challenging behaviours and be able to manage difficult situations in a manner that enables positive change and respect.

PRINCIPAL ACCOUNTABILITIES

Key Objectives

- Support pupils learning to maximise progress and achievement and ensure the core intention of NSTC is achieved, this takes place in and out of the classroom throughout the school day.
- Assist teachers to maintain appropriate behaviour, pace, motivation, and challenge for all pupils.
- Take a team-based approach to ensure pupils academic skills are compatible with a return to school by jointly identifying pupils at risk of under achieving and implement interventions under the direction of the Head of Centre.
- Deliver group and individual sessions to pupils under the direction of the Head of Centre and in the event of staff absence.
- Assist in the development of systems and resources to effectively manage and record intervention linked to the barriers to learning for pupils.
- Work together to ensure an appropriate learning environment.
- Develop and maintain positive relationships and community links with pupils, parents and professionals that support effective outcomes for pupils.
- Support and assist pupils reintegrating to their mainstream school under the direction of the Reintegration Officer by offering high quality outreach support in schools.
- Contribute to the preparation of learning plans and progress files, attend reviews, and ensure efficient communication to key stakeholders.
- Ensuring safeguarding processes are adhered to and promoted.
- Consistent implementation of the NSTC core objectives and policies.
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training.

All colleagues are required to participate in training as required by the provision's policies and procedures.

The duties listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary and to undertake other duties appropriate to the post that may be required.

This role is subject to an enhanced DBS with barred lists check.

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate levels of English and Maths attainment 	<ul style="list-style-type: none"> • Further relevant qualifications
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children and young people 	<ul style="list-style-type: none"> • Experience of working with key stage 3 pupils in an education environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to communicate clearly • Ability to manage difficult and emotive situations effectively • To be able to work confidently with pupils at NSTC and in their referring schools • Ability to establish good working relationships with children and adults • Ability to use strategies to support pupils achieve their learning goals and transition plans. • Ability to undertake pupil record keeping, contribute to reports and provide appropriate feedback 	<ul style="list-style-type: none"> • Awareness of procedures relating to child protection, health, safety and security, confidentiality and GDPR.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrate patience, energy, motivation, commitment and empathy • Organised, efficient, calm & enthusiastic • Motivate, inspire and solution focussed • Committed to personal and professional development • Commitment to safeguarding and promoting the welfare of young people. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstratable commitment to supporting and promoting safeguarding, pupil well-being, equality, and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A commitment to follow all requirements, training and follow all policies ensuring and promoting the safeguarding and welfare of pupils. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Full drivers licence and use of a car to support the reintegration component of the role. • High expectations for all pupils • Participation in training and personal development 	

NSTC is committed to safeguarding and promoting the welfare of children, all staff are expected to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.