

Reports To: Principal/Deputy Principal/SENCo

Why	<p>Job Summary</p> <ul style="list-style-type: none"> Under an agreed system of supervision, take a lead role in addressing the needs of pupils requiring particular help to overcome barriers to learning and reach their full potential by developing their skills. 	
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> Assist with the development and implementation of education, behaviour, mentoring and other plans; undertake comprehensive assessment of pupils to determine those needing specific help, monitor and report on progress as required. Manage the behaviour of pupils to ensure a constructive environment and the maintenance of resources, by using a range of strategies to deal with classroom behaviour as a whole and also with individual behavioural needs. Act as a role model, promote and reinforce self-esteem and establish productive working relationships with pupils, developing 1:1 mentoring arrangements. Provide a range of strategies to help pupils achieve their full potential by further developing their skills and meet their social and behavioural targets both inside and outside the classroom. Maintain regular contact, where appropriate, with families of target group pupils to keep them informed of the pupil's progress and attendance. Secure positive family support and involvement in the pupil's education. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses and needs. Ensure that relevant staff are kept informed about pupil progress and report any issues that may arise back to the Class Teacher. Have a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students. Assist in the identification of all signs of disengagement and contribute to specific interventions to encourage and enable full participation in learning. Cover classes in the absence of the Teacher where appropriate. Undertake any other duties within the scope of the role. 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.</p> <p>Undertake the role of a tutor or shadow an experienced tutor. Participate in tutor trips and extra-curricular activities.</p> <p>Know how to recognise potential child abuse or neglect and follow safeguarding procedures.</p> <p>Motivates others to take responsibility for their own Health & Safety.</p> <p>Participate effectively as a member of a team, fostering positive relationships.</p> <p>Efficient and methodical, monitors and attends to detail; checks for errors</p>
	<p>Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i></p>	<p>Undertake appropriate professional development to secure progress in your career.</p> <p>Developing practice ensures effective professional contribution across the department/academy.</p>
	<p>Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Developing supervision skills and provides informal leadership / direction.</p> <p>Consults at the start and as appropriate throughout the activity and within the team.</p> <p>Willing to accept responsibility for own activities and those of the team.</p>

	Knowledge and Understanding <i>Have sufficient knowledge/skills to support pupils in achieving their maximum potential.</i>	Takes responsibility for improving own knowledge and practice. Identified shortfalls and proactively addresses.	
		Good knowledge of subject/curriculum to assist in addressing misunderstandings of pupils. Good questioning skills.	
		Able to independently support pupils according to their needs using the 'learner plan'.	
	Teaching and Learning <i>Ensure the best possible outcomes for all pupils.</i>	Knows how to relate subject knowledge to support pupils' engagement.	
		Aware of different methods to increase participation for pupils working at different levels and the extracurricular activities on offer.	
		Consistently uses behaviour management in line with policies and procedures.	
		Assists with the monitoring, recording and reporting of performance and pupil progress as appropriate.	
		Adapts styles to the needs of individual pupils. Actively reflects on own practice to ensure pupils are engaged.	
		Independently manages and organises physical teaching space and. Ensures activities set in the absence of a teacher are appropriately delivered in a safe environment.	
	Working with Others <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i>	Builds relationships with parents/carers and external agencies, and keeps them informed.	
		Briefs colleagues on pupil issues immediately, monitoring the outcomes and reporting back as needed.	
		Builds relationships with others and turns to them for advice on provision and interventions.	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Must be educated up to GCSE grade C/4 level in English and mathematics, have a level 3 Teaching Assistant Qualification or equivalent experience.	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.