

JOB DESCRIPTION

SCHOOL: **HORIZONS SPECIALIST ACADEMY TRUST**

POST TITLE: Level 4 Teaching Assistant – Student Behaviour (Mo Mowlam Academy)

GRADE: R & C (SCP 15 - 18)

REPORTS TO: **Principal and Vice Principal**

MAIN PURPOSE: To work alongside staff using the Academy procedures, to assist with the improvement of behaviour, attitudes and pastoral care of all students. To support staff in addressing the needs of students who require particular help with behaviour management to overcome barriers to learning and ensure they can participate in lessons.

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TASKS:

Job Profile:

- Provide behaviour support to students.
- Assist in developing strategies to improve student behaviour inside and outside of the classroom.
- Use a trauma-informed approach to support positive behaviour strategies.
- Ensure transition between lessons and social times are managed effectively.
- Assist in promoting positive behaviour throughout the school.
- Assist the SLT with the development and implementation of Individual Behaviour and Positive Handling plans.
- Maintain accurate, electronic behavioural records through the regular use of CPOMS.
- Assist colleagues with the development and implementation of individual Education/Behavioural/Support/Mentoring plans and behaviour management strategies.
- Establish productive and effective working relationships with students, acting as a positive role model at all times.
- Provide information and advice to enable students to make better choices about their own behaviour.
- Challenge and motivate students, promote and reinforce self-esteem.
- Liaise with teaching staff to provide particular support to targeted students to raise self-esteem, enabling them to overcome barriers to learning.
- Work closely with parents and carers to secure positive family support.
- Provide verbal feedback to the students of their behavioural progress and achievement and report this to the SLT.
- Network with other teaching and support staff and share best practice.
- Be aware of and comply with Trust policies and procedures relating to child protection, health & safety, confidentiality, data protection, staff code of conduct, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the Trust.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate and promote commitment to Equal Opportunities.
- Any other duties which may reasonably be regarded within the nature of the duties and grade of the post.

PERSON SPECIFICATION		
TEACHING ASSISTANT – LEVEL 4 (Student Behaviour)		
CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 passes at GCSE level including Maths & English at grade A to C or equivalent. • BTEC, NNEB or NVQ3 in Teaching Assistance or appropriate experience 	<ul style="list-style-type: none"> • Team Teach accreditation • Child Protection/Safeguarding training • Full driving license • Current first aid certificate
EXPERIENCE	<ul style="list-style-type: none"> • Significant experience of working with students with SEN/SEMH • Significant experience of working with students with a wide range of SEN/SEMH 	<ul style="list-style-type: none"> • Experience of working with families and young people • Experience of working with multi-agency teams
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of SEN/SEMH • Broad understanding of child development 	
SKILLS	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to communicate clearly and effectively • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to build effective working relationships with all students and colleagues. • Ability to maintain a calm, focused approach under pressure • Ability to work on own initiative • Ability to promote a positive ethos and role model positive attributes. • ICT literate 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Enthusiastic and positive approach • Commitment to professional development • Flexibility and willingness to accept change 	