Job Description

My Choice
Children's Homes Limited

POSITION:	**Teaching Assistant**
RESPONSIBLE TO:	**Headteacher**
LOCATION:	**My Choice School – Arundel**
SALARY:	**£16,000-20,000pa (dependent on qualifications and TA level)**

PURPOSE OF THE ROLE

To complement and support the teachers' delivery of the school curriculum and contribute to the development of students.

Working collaboratively with teachers in managing and encouraging students to become independent learners, supporting their welfare and their emotional and behavioral development.

DUTIES AND RESPONSIBILITIES

- To provide support for teachers and students in order to raise standards of achievement for all.

- To safeguard and promote the welfare of young people.

- To work with teachers to plan and prepare lessons and group or individual activities for students.

- To develop and prepare resources for lessons and other activities in line with IEP's and lesson plans.

- To contribute to the planning of opportunities for students to learn in out of school contacts such as educational visits in line with school policies and procedures.

- To support teachers and students in lessons to achieve learning objectives.

- To provide detailed feedback and evaluation on lessons and student participation, achievement and further learning needs.

- To follow My Choice Children's Homes and My Choice School Policies, Procedures and Practices.

- To motivate and engage students learning with interesting and structured learning activities.

- To be familiar with students learning and emotional needs through their IEPs objectives, PEPs and EHCPs.

- To use behavior management strategies, in line with school policy and procedure, to contribute to a purposeful learning environment, ensuring all students are safe, engaged and interacting positively.

- To supervise students at school and on educational visits, ensuring safe environments and practices, both in lesson time and in transition and break-times.

- To recognise and challenge any incidents or racism, bullying, harassment or inappropriate behavior and any form of abuse of equal opportunities ensuring compliance with school policy and procedures.

- To understand and implement school safeguarding procedures and comply with statutory responsibilities.

- To develop and maintain constructive relationships with parent/carers, ensuring the sharing of relevant information and facilitating support for attendance, access to learning and supporting home/school links.

- To contribute to reports and attend meetings, supporting students and representing the school.

PERSON SPECIFICATION	Desirable	Essential
5 GCSEs to include Maths and English A-C (or level 2 equivalent)	☐	☒
Additional qualifications to A level or Level 3 equivalent	☐	☒
To be able to forge and maintain good working relationships with colleagues, young people and their families as well as other professional organisations.	☐	☒
The ability to communicate effectively with colleagues and others.	☐	☒
The ability to drive and hold a driving license.	☒	☐
The ability to understand the needs of a young person and meet those needs in a planned way.	☐	☒
Knowledge of child development with an ability to relate theory to practice.	☐	☒
Experience of working with young people with SEMH	☐	☒
Emotional resilience in working with challenging behaviours.	☐	☒
Experience of working within a caring environment.	☒	☐
Basic computer skills.	☐	☒
Knowledge of Child Protection.	☐	☒
Basic principles of Equal Opportunities	☐	☒
Willingness to undertake all training provided	☐	☒

CONDITIONS OF SERVICE

- Working hours Monday to Friday, 08.30-16.30

- Holiday entitlement: As per school holidays

THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET

1. Suitably experienced / qualified – evidence of qualifications required
2. Satisfactory formal interview at Head Office
3. Satisfactory second interview
4. Satisfactory References
5. Satisfactory enhanced Disclosure & Barring Service (DBS) Check & overseas check if required.

Updated Sept 2019