

Rotherham Metropolitan Borough Council

Job and Person Profile: Teaching Assistant	
Directorate: Children and Young People's Services	Service: Rotherham Aspire PRU
Salary: Band D SP 5-6 £19650- £20043 (pro rata) TTO + all insets – 30hours	
Status: Permanent	Location: Various
Responsible to: Assistant Head of Centre	
Responsible for: Individual responsibilities may be negotiated with the Head of Centre	
Main Purpose and Responsibilities of the Job	
<p>Main Purpose of Job: To support access to learning for pupils and provide general support in the management of pupils on both on site and off site activities. The responsibility for instruction, supervision and guidance may be delegated by the Head of Centre to other staff within the Centre e.g., Tutors, Teachers.</p> <p>You will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. (Enhanced DBS checks are compulsory)</p> <p>Key Duties/Areas of Responsibility include:</p> <p>Support for pupils:</p> <ul style="list-style-type: none"> • Establish good relationships with pupils, acting as a role model and responding appropriately to individual needs. • Encourage pupils to interact with others and engage in activities led by the tutor/mentor/instructor/trainer. • Provide learning support for students that enables them to undertake tasks and activities through differentiated approaches. • Supervise and support pupils, ensuring their safety and access to learning. • Attend to pupils' personal needs and implement related personal programmes including social, academic and welfare matters. • Encourage pupils to act independently and co-operatively as appropriate • Promote the inclusion and acceptance of all pupils. • Provide encouragement and support and promote positive behaviours in students. • Offer individual support for learning, personal development and on pastoral matters for students both within classroom environments and on a one to one basis. • Provide support for students in their emotional wellbeing. • On a negotiated basis, lead on aspects of a student's needs and report responses to other staff as required. • Contribute to the development of a plan of action to address student learning and development needs and implement as required. <p>Support for Students and Staff:</p> <ul style="list-style-type: none"> • Be aware of pupil problems/progress/achievements and contribute to the monitoring of progress and achievement. • Undertake pupil record keeping as requested. • Support all staff in managing pupil behaviour. • Gather/report information from/to Tutors/Trainers/Teachers/ Schools / Parents / Carers as directed. • Undertake activities with students as directed in order to promote the achievement of their learning and development. • Make contact with parents, carers and other agencies regarding student welfare, attendance and matters affecting student participation, wellbeing and success. 	

Support for the Curriculum:

- Support pupils to understand their learning and behavioural objectives and to respond appropriately.
- Support pupils in respect of specific learning needs as directed.
- Offer support in developing differentiated activity as directed.
- Support pupils in using ICT as directed.
- Offer learning support activities that enable students to progress their learning.
- Provide one to one learning support as required either within a classroom or individually with students e.g., reading.
- Prepare resources as directed by the Assistant and Deputy Heads of Centre.
- Create displays of student work and projects being undertaken within the centre to promote student achievement, their safety and wellbeing.

Support for the Centre:

- Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / aims of the school.
- Support the role of other professionals.
- Attend and contribute to relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes dependent upon contractual hours.
- Contribute to the development of social and leisure activities for students and supervise students appropriately.
- Accompany staff and pupils on visits, trips and out of school activities as negotiated with senior staff.
- Undertake non learning activities that help keep the centre in good working order e.g., keeping kitchens and workshops tidy.
- Undertake driving duties including transportation of students to and from the centre and on external activities.
- To undertake Team Teach training.
- You may be required to work across all sites operated by Aspire and as such will require business insurance if you have a car.

General Responsibilities

It should be noted that the post holder will be expected to work with students with EBD and often complex needs. This includes working with difficult and challenging students. Post holders must be willing to be flexible in their approach and be able to respond positively to the needs of students through their work in

This is an outline job profile only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the manager. The aim of the job profile is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

Person Profile	Essential	Desirable
Knowledge & Experience		
Experience of SEN		AF
Knowledge/experience of curriculum and learning		AF
Confident in using a range of ICT skills	I	
Recent experience of working with young people aged 11-16 in an educational setting		AF
Able to work as part of a team.	I	

Willingness to undertake training	I	
GCSE Maths & English A* - C or equivalent	AF	
Skills & Abilities		
Ability to relate positively to young people	I	
Ability to work successfully with challenging children and young people presenting behavioural difficulties	I	
Good communication skills	I	
Ability to bring to the role, initiative, enthusiasm and commitment	I	
Flexibility and reliability	I	
Good levels of personal resilience	I	
Willingness to develop skills with further training	I	
Personal/Physical Requirements		
Hold current driving licence and have own vehicle available for transport during the working day.		I
Fulfil the requirements for enhanced disclosure from the Disclosure and Barring Service.	DBS	
No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments).	I/R	
Good attendance record in current/previous employment (not including absences resulting from disability).	I/R	

Method of Assessment

AF – Application Form I – Interview R – References CQ – Certificate or Qualification

DBS – Disclosure and Barring Service

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy. We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Completed by: Leanne Camaish. Designation Headteacher Date May 2022