

## JOB DESCRIPTION

<b>Post Title:</b>	Teaching Assistants (x5) for Fen Rivers
<b>Location:</b>	Kings Lynn, Norfolk
<b>Department:</b>	Fen Rivers Advocacy Team
<b>Salary Grade:</b>	Grade C - £21,988 - £25,127 per annum FTE
<b>Contract:</b>	Permanent; 37 hours per week: Monday – Friday term time only
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Pupils, Parents and the Fen Rivers Team

### Purpose of the Job:

- To work in our alternative education provision and teach students who have emotional and behavioural difficulties, in small groups. The work is intensive requiring flexibility, sensitivity, patience and resilience.
- To be able to work with and engage all students with creativity and passion towards subjects.
- To primarily teach, produce schemes of work and lesson plans.
- To build rapport with students/families/carers is key to this role and you will need to liaise with a variety of agencies to problem-solve student issues and barriers to learning and inclusion principles at the heart of all practice.

### Main Responsibilities

- Work with individuals and groups of students, assist in ensuring students are kept on task and complete activities set by the teacher.
- Deal with behavioural and special needs issues in conjunction with the teacher.
- Deliver SEN interventions.
- Help implement lesson plans, aims and contents with the teacher.
- Provide feedback to students without reference to the teacher.
- Take small group of students for defined activities.
- Support and work with the teacher in testing/assessment.
- Provide individual student and group counselling as required.
- Provide detailed written reports when addressing complex student needs.
- Carry out a specific specialist responsibility (e.g. speech therapy) and support other staff in the school when help is needed in this area.
- Brief and support new staff (including teachers) on the stage of development of students.
- Take responsibility for meetings with external school contacts, e.g. parents, education psychologist, GP.
- Input to and where appropriate lead on professional development of schools staff during in service delivery.
- Take responsibility for a whole class during the temporary absence of a teacher.
- Work with challenging students away from the classroom as a respite strategy.

### Other general duties

- Work external to the school site, e.g. on trips, educational visits etc.
- Supervise students at breaks and lunchtimes.
- In conjunction with the teacher, liaise with parents on student progress.
- Manual handling responsibilities.
- Ensure records are kept up to date.

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- Undertake other duties as directed by management that are commensurate with the post.

#### Safeguarding

- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

#### Additional information

- Fen Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice will be followed, and pre-employment background checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check.
- At Fen Rivers we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.

## Experience, Skills and Abilities

### Essential

- A relevant professional qualification (NVQ level 2)
- Level 2 English and Maths.
- Undertake personal and professional development activities and liaise with other staff so knowledge and best practice can be shared.
- Experience of teaching children with EAL, SEN, speech and languages difficulties or other complex needs.
- Ability to work independently, supported by the teacher, with groups of or individual students.
- Willingness to respond flexibly to the needs of a small team.
- Ability to work with challenging students, understand their needs and demonstrate effective behaviour management strategies as and when required.
- Ability to work at an advanced level with the teacher in planning and delivery of teaching activities (including those defined in Individual Education Plans).
- Ability to establish and maintain good relationships and rapport with internal colleagues and external contacts (e.g. parents, education psychologists).

### Desirable

- Evidence of successful work with disaffected and emotionally vulnerable students.
- Have experience of teaching in an alternative provision environment.
- Ability to apply knowledge and skills from training in practical classroom context.
- Able to monitor and record student progress.

## Knowledge

### Essential

- Ability to apply knowledge and skills from training in practical classroom context.
- Able to monitor and record student progress.

### Desirable

- Have an understanding of curriculum, particularly literacy and numeracy requirements.
- Ability to contribute to a specific curriculum area or areas.
- Knowledge of differentiation strategies.
- Knowledge of specialist qualifications or skills to deal with the needs of particularly challenging students.

## Other

- Awareness of and commitment to Equality & Diversity
- Willing to travel and work flexibly.
- Desire to develop and undertake training as required.