JOB DESCRIPTION

Post Title:	Teaching Assistants for Fen Rivers
Location:	Kings Lynn, Norfolk
Department:	Fen Rivers Advocacy Team
Contract:	Permanent; 35 hours per week: Monday – Friday term time only
Responsible to:	Headteacher
Responsible for:	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.
- 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.

Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.

- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and

security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all Academy premises and those where Academy services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by the headteacher that are broadly within the level of the post.

Person Specification

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

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 phycologists).

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.