**Job Description**

**Un-Qualified Teaching Assistant**

**Main Purpose of Job**

To actively promote the rights of young people as individuals and provide them with quality care in accordance with the policies and procedures of the organisation. To support and maintain a high level of learner engagement through collaborative preparation and delivery of an innovative, creative and flexible curriculum. To use a collaborative and multi- agency holistic approach to delivering a therapeutic education provision which includes attention to health and safety awareness, risk management and the safeguarding of young people.

The Qualified Teaching Assistant will be expected to achieve positive outcomes for all young people by leading by example, providing professionalism at all times and ensuring high levels of commitment, good child-care practice and safeguarding to young people.

**Reports to:** The Head Teacher with overall accountability to the School Proprietor.

**Main Duties and Responsibilities**

* Encourage development of individual interests and attitudes
* To promote, safeguard and protect the welfare of each young person
* Establish and maintain positive and trusting relationships with the young people that will promote their sense of security
* Provide firm, consistent and fair boundaries in respect of their behaviour and employ appropriate and agreed sanctions in line with school behaviour policy
* Promote the development of a healthy lifestyle for Young People
* Assist Young People in the development and sustaining of positive social networks with adults and other peer groups
* Encourage Young People to develop their full educational and vocational attainment
* Act in accordance with the organisation’s policies and procedures under the guidance of the designated Manager
* Advocate on behalf of the young people and their families in your care
* Compare the assessment, preparation, delivery and review of a learner’s curriculum including contributions to lesson plans/feedback
* Offer a variety of approaches and opportunities to focus on an engagement with learning and seek advice from designated subject leads where appropriate.
* Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults
* Be responsible for all aspects of learner health and safety, informing the Manager of any accidents or identified risks, and using the incident reporting form appropriately
* Support the Manager to ensure venues used are appropriate and risk assessed, and

that Health and Safety guidance supplied by the company is adhered to

* To support the Manager with the collection and collation of pupil information including learner profiles, Individual Education Plans, risk management procedures and special educational needs and suitably differentiate your delivery to meet the identified needs.
* To support all Managers with the completion of all assessments, pupil tracking documents, progress reports and feedback reports to commissioning bodies e.g. Education, Health and Care plans, transition planning
* All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work
* Carry out additional duties as reasonably requested by the Head Teacher or School Proprietor and be responsible for your own continuous professional development.

**Conditions**

**Salary:** As per agreement in line with The Place pay scales and dependent upon qualifications and experience

**Leave:** Term time only position

4 weeks per year plus 8 statutory bank holidays (paid within Term time only salary)

**Hours:**  40 hours per week full time unless otherwise agreed

**Responsible to:** Head Teacher

**Probation:** Appointments are subject to satisfactory completion of a probationary period of 6 months

**DBS (CRB) Disclosure:** An enhanced DBS disclosure will be required for the post

**Smoking:** Your attention is drawn to the fact that The Place Ltd has a ‘no smoking’ policy at all its establishments.

**Other information:** You will be based in the Vale of Belvoir serving Nottinghamshire, Leicestershire and Lincolnshire and this may take the form of learning in the outdoors.

# Performance indicators

* Able to meet annual appraisal criteria to a good or outstanding standard
* Able to meet lesson observations area to a good or outstanding standard
* Adherence to the accountabilities and responsibilities within this job role, and

adherence to organisational policies and procedures.

* Able to demonstrate outcomes thinking through regular support and supervision and through the achievement of positive outcomes for young people and vulnerable adults

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| **Corporate Responsibilities**  All staff are expected to demonstrate a commitment to the vision, aims and core principles of The Place Young People’s Company Ltd and be prepared to contribute towards these aims within their staff team.  All staff are expected to work within the principles of the therapeutic education model laid down by the company. |

*The Organisation reserves the right to modify your job description as it deems fit (in it’s sole discretion) from time to time.*

*I have read and understood the job description and will adhere to all of the above:*

*Signed……………………………………………………………………………………………*

*Print Name…………………………………………………………………………………….*

*Date………………………………………………………………………………………………*