

## JOB DESCRIPTION



**Job Title:** Teaching Assistant

**Department:** Education, Appletree Treatment Centre Ltd (ATC)

**Job Details:**

Responsible to: Directly to the Class Teacher/Senior Teacher  
Working hours: Term Time  
Salary range: Scale Point 4: £18933 to Scale Point 5: £19312

**Essential**

Qualifications: NVQ 3 or equivalent in Education or Children & Young People  
Experience: Minimum of one year's experience in a school setting, preferably working with children with social, emotional and mental health needs

Our mission is to help support traumatised young children whose lives have been severely disrupted, to grow socially and emotionally and learn to cope with school. We help them wherever possible, to return to families and day schools before they reach their teenage years.

Education is a key element in the success of the therapeutic provision on offer at ATC. Our schools aim to re-engage children in their schooling and to inspire them with an individualised education that motivates them to become independent learners. Our educational learning environment has a combined influence along with that of the care and therapeutic provision, on the child's social functioning, educational and emotional development. ATC provides an alternative to a mainstream education, helping our children to build relationships, build on their basic skills and gain in confidence, which ultimately helps them to manage the more formal curriculum, giving them the hope of one day returning to mainstream education.

The objectives of Education at Appletree Treatment Centre are that effective leadership promotes child-centred provision through high-quality teaching and learning and schools that are connected to their community. Through these objectives children will experience education in a safe, interesting and stimulating environment in which each child is appropriately challenged to reach their potential in an atmosphere of care and trust.

**A Teaching Assistant is a member of the Teaching Team and has a responsibility to uphold ATCs Mission and fulfil our objectives:**

At Appletree Treatment Centre we believe that children will have the best chance for success when they experience quality in Education, Care and Health. Working together with our facilities, care, and therapy teams, a Class tutor's objectives are to ensure that we provide our children with:

- Safe, warm, comfortable, surroundings
- An environment of acceptance, support, feeling a sense of belonging and being loved
- Inspirational teaching to develop a love of learning
- A child-centred, safe space to explore their thoughts and feelings

**Responsibilities: To the Children**

- To supervise and provide particular support for them, ensuring their safety and access to learning activities.
- To assist with the development and implementation of their Individual Education/Behaviour Support Plans.
- To provide feedback to them, in relation to their progress and achievement, under the guidance of the Class Teacher.
- To establish constructive and meaningful relationships with them and interact with them according to their individual needs
- To encourage them to interact with others and engage in activities led by the Class Teacher.

- To encourage them to have positive self-perception and a sense of belonging and community so that they can be independent learners and socially responsible individuals.
- To promote their emotional resilience and competence so that they are able to self-manage.
- To actively seek their views and opinions and act as an advocate for them.
- To organise, supervise and be involved in their educational and recreational activities both inside and outside ATC.
- To foster good relationships with the local community including schools, churches and neighbours.
- To plan and deliver bespoke intervention groups.

### **The Role**

- To complement the teachers' delivery of the National Curriculum and work cooperatively with teachers, pupils and other support staff.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To motivate pupils with enthusiastic and imaginative presentation.
- To know how frameworks that support the development and well-being of children and young people impact upon their practice.
- To assist in managing the diverse ability levels of pupils, taking responsibility for their progress.
- To possess and continually develop working knowledge of National Curriculum programmes and frameworks, as advised by the Class Teacher/Senior Management
- To assist the Class Teacher in assessing and recording pupil development and achievement, while identifying problem areas and areas which need attention and improvement.
- To assist in preparing and marking work in order to facilitate positive pupil development.
- To help provide a safe, positive learning environment for pupils. To assist in the organisation of the classroom and learning resources. To assist in creating displays to encourage a positive learning environment.
- To promote good pupil behaviour, dealing promptly with incidents in line with ATC policy, and encourage pupils to take responsibility for their own behaviour
- To develop and maintain appropriate working relationships with pupils and colleagues. Relationships will be based on respect, mutual trust, individual rights and cultural needs.
- To establish constructive relationships with parents/carers
- To be aware of and comply with all ATC policies and procedures, reporting all concerns to an appropriate person.
- To assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtime/breaks.
- To know how to use ICT to support their professional activities and advance the pupils' learning.
- To positively manage/support behaviour and be resilient to challenging behaviour.
- To respond appropriately decisions whilst under pressure.

### **Responsibilities: To the role**

- Carry out the role of Teaching Assistant at ATC with regard to the Appletree Quality Framework.
- Have due regard for safety of young people and others and at times this may involve supporting the children using 'CALM' physical intervention techniques.
- Take ownership of own work activities as delegated by line manager.
- Demonstrate ability to prioritise work and organise time to meet competing deadlines.
- Manage interruptions and keeps up to date with routine tasks.
- Liaise with all teams to ensure accurate and efficient communication and teamwork using appropriate mode of interaction and respecting confidentiality at all times.
- Keep clear professional records and follow reporting procedure
- Participate in clinical consultation with your team.
- Share any concerns or stresses.
- Challenge inappropriate practices.
- Keep professional boundaries in and outside of the work environment.
- Be co-operative and open with colleagues and other professionals, sharing information or seeking assistance as appropriate.
- Demonstrate a willingness to learn from others and from experience.
- Participate in meetings and team training

### **Continuing Personal Development:**

- Complete/attend mandatory training in a timely manner.
- Complete accredited qualifications as dictated by regulations.
- Attend and contribute to regular supervision and annual appraisal.
- Maintain personal development through an interest in good practice and current issues related to care.

This job description is not intended to be a complete list of duties and responsibilities but indicates some of the main areas attached to the post of Teaching Assistant. However ATC may request additional duties and responsibilities.

This job description may be amended from time to time, to take account of changing relevant legislation, together with Employment Law.

If there is any part of the above job description which the post holder is unsure of, they must discuss this with their Line Manager at the earliest opportunity.

July 2021

Person Specification

Job Title: Teaching Assistant	Department: Education / ATC
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SPECIFICATION	ESSENTIAL	DESIRABLE
<b>ATTAINMENTS:</b>  Education Academic Qualifications Professional Qualifications Work Experience	1. NVQ 3 or equivalent in Education or Children & Young People 2. Minimum of one year's experience in a school setting, preferably working with children with social, emotional and mental health needs 3. Has up to date knowledge of legislation and guidance in relation to the National Curriculum and assessment.	1. Commitment to further personal and professional development. 2. First Aid qualification. 3. Open water or activity based qualification.
<b>ABILITIES, SPECIAL APTITUDES:</b>  General Intelligence Subject Knowledge Facility with written words Manual Dexterity Computer Literate Ability to Learn Ability to Drive	1. Displays commitment to the protection and safeguarding children and young people. 2. Is reflective in their approach to working with young people. 3. Good communication skills, both written and verbal.	1. Knowledge of child development. 2. Current driving licence.
<b>APPEARANCE / PHYSICAL CHARACTERISTICS:</b>  Dress Speech Telephone Voice Manner	1. Good role model to colleagues and young people. 2. Professional manner.	
<b>DISPOSITION:</b>  Leadership Stability Stress Tolerance Attitudes Dependability Determination Ability to cope with routine tasks Ability to get on with others	1. Works collaboratively and supportively with colleagues within the organisation and those within other organisations. 2. Is resilient, flexible, and patient and can work under pressure.	1. Can manage time effectively.
<b>OTHERS</b>	To act therapeutically in accordance with ATC therapeutic competencies.	

As a member of our Team you are required to act therapeutically in accordance with ATC therapeutic competencies.

- To understand your role and how you contribute to our ATC mission, aims and objectives.
- To have a clear understanding of our children and the need for individualised care.
- To be able to observe the actions of people around us and notice internal and external dynamics to help formulate a hypothesis.
- To be able to accept 'not knowing' and allowing time for understanding.
- To have an awareness of boundaries and the importance to maintain these as well as the ability to share authority with all members of ATC.
- To be able to work in a creative/flexible way to provide space and time.
- To have a desire to learn, both experimentally and academically.
- To be emotionally open within ATC to enable the community to help address and solve problems.
- To communicate in a clear direct manner, listen and engage with others to promote understanding and growth.
- To be open to conscious and unconscious communication and how this can effect behaviour and communication.
- To be able to interact in a therapeutic manner, helping to link thoughts and feelings of others to underlying issues in a genuine approach.
- To be able to self-reflect and have an awareness of your own capabilities as well as continually being aware of responses to others.
- To have the ability to be able to manage stress and know your own limits.
- To be able to understand and hold onto difficult feelings for long enough to process their origin and find a solution.
- To be able to take ownership of your mistakes and maintain true to yourself.