**JOB DESCRIPTION**

**Job :** Teaching Assistant

**Department:** Education

**Hours of Work:** 37.5 hours per week

**Travel Required:** On occasion

**Motivate Educate Inspire**

**‘Compass Community Schools motivate children and young people to engage with education and overcome barriers to learning. Our vision is to inspire learners to make positive life choices and to provide pupils with a therapeutic education which enables them to make the most of their life chances.’**

**PURPOSE**

## To undertake an appropriate programme of learning support, small group and 1:1 teaching and manage other learning experiences in accordance with the duties of a HLTA and the needs of the children attending the school.

* Under the reasonable direction of the Headteacher, carry out the professional duties of a TA as set out in the current TA Standards
* To manage and organise learning resources in order to facilitate the smooth running of the school day.
* With co-plan an appropriately broad, balanced, relevant and differentiated curriculum, for students exhibiting SEMH, in accordance with the aims of the school and its curricular policies.
* To enhance the quality of teaching and learning for all students.
* To work with initiative and develop therapeutic skills as part of the wider therapeutic group.
* To assess, monitor, report upon and support the overall progress and development of students.
* Ensure that safeguarding is paramount and safeguarding policies are adhered to.
* To attend TA development meetings.
* To create and upkeep learning displays and displayed information/literature.

**No TA/HLTA is expected to be expert in all subjects and programmes delivered by external tutors are often arranged to complement subject strengths. However, educators employed by Compass Community School are educators of children NOT subjects.**

**ORGANISATIONAL/STRATEGIC PLANNING**

* To undertake broadly similar duties commensurate with the level of the post as required by the manager even where the tasks are not specifically outlined in the job description
* To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation
* To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* The post holder will be expected to competently use electronic systems effectively
* The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post
* The post holder will be expected to ensure compliance with all policies within the employee handbook.
* Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
* The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.
* Travel is expected as part of this role including travel to other Compass Community offices.

**SAFEGUARDING**

* Attend safeguarding training as offered by the organisation
* Ensure full compliance within your role to safeguarding policies and procedures

**CURRICULUM PROVISION**

* To liaise with the Head teacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective programme which complements the school’s development plan.

**STAFFING**

* To work with the education staff to ensure that pupils development needs are identified and that appropriate programmes are designed to meet such needs
* To continue professional development as agreed with the Lead Teacher and related to the overall school improvement plan and wider aims of the organisation
* To actively engage in the performance management review process.
* To promote teamwork and to foster effective working relations.

**QUALITY ASSURANCE**

* To assist in the process of the setting of targets and to work towards pupil achievement.
* To help to establish high standards of practice within the school and develop the effectiveness of teaching and learning styles in relation to all students.
* To contribute to the school procedures for lesson observation and learning walks.

**MANAGEMENT INFORMATION**

* With support and direction, to help to produce pupil reports agreed within the annual Teaching and Learning quality assurance cycle.

**MANAGEMENT OF RESOURCES**

* To identify resource needs and to contribute to the efficient /effective management and use of physical resources.

**PASTORAL SYSTEM**

* To monitor and support the overall progress and development of students’ personalised learning.
* To promote pupils’ spiritual, moral and social development as defined in school policies
* To contribute to PSHE according to the school’s policy.
* To implement the agreed Behaviour Management System throughout the school so that effective learning can take place.

**SCHOOL ETHOS**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To actively promote the school’s policies.
* To comply with the organisations Health and Safety policy and undertake risk management assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.