



Taunton Deane
Partnership College

Taunton Deane Partnership College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Name:	
Department:	Taunton Deane Partnership College
Section:	
Job Title:	Teaching Assistant
Reports To:	SENDCo (JL)
Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>	
- The post-holder will be required to work with students at all key stages, at the Centre and in an outreach capacity, primarily in practical subjects. - To assist and support the learning needs of permanently excluded students and those at risk of exclusion, who have a range of social, emotional and behavioural needs - To support the teaching staff in providing learning programmes though whole class and individual support	
Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	
- To provide learning support to the teacher working with individuals and in groups through a range of tasks. - To build and maintain positive working relationships with all students through constant contact and encouragement to achieve identified targets. - To provide care and supervision of students attached to the Centre within the relevant guidelines and policies including attention to appropriate safeguarding; child protection procedures and health and safety requirements. - Under supervision, to undertake learning activities on a one to one basis with students of varying abilities to ensure access to learning and to the curriculum. - To promote and reinforce students self esteem, appropriate effort and behaviour and to guide students to become independent learners. - To assist teaching staff in the development & achievement of individual and group learning strategies. - To prepare resources and maintain a safe, suitable and clean learning environment. - To liaise with parents and carers as required. - To liaise with other agencies as required. - To carry out any other duties associated with this level of post as directed.	
Facts and Figures: <i>Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</i>	
TDPC: - is one of 4 PRUs in Somerset commissioned by the local authority and registered with the DfE; - is governed by a Management Committee; - works with a community of 7 secondary schools and over 50 primary schools; - provides a service each year to a maximum of 75 on roll students and to a further group of off roll students (<75); - employs approx. 60 staff with a budget of approx. £2m;	

The post holder is required to work with students displaying social, emotional and mental health needs in a wide range of settings and will therefore need to prioritise their workload and have excellent time management skills.

SUPPORTING PROCESSES

Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?

The post holder is expected to be innovative and creative in their approach to working with students and to be an effective problem solver.

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.

The post holder will act under the guidance of a teacher when working with students on an individual or group basis. There may be the need to make decisions without referral to others to care for the needs of students with substantial SEMH needs.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.

The post holder is expected to:

- work both in and outside of the Centre, often dealing with students who are not easily engaged with
- travel throughout the Taunton Deane Partnership College area
- support students with significant to intensive challenges on both an individual and group basis

The postholder will be based at the Holway Centre, but the PRU has a number of centres, a Forest School and a hospital school, and it is expected that the postholder may be asked to work at any one of these centres, or move between them.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.

The post holder will have:

- daily contact with the Head of Centre and other staff within the Centre, for the purpose of receiving direction and sharing information;
- regular contact with other staff within TDPC to share information and develop services;
- regular contact with staff from other agencies for the purpose of sharing information.
- regular contact with staff in mainstream schools for the purpose of supporting students who are on roll of the school but being supported by the Centre.
- regular contact with Health Service professionals and other agencies involved with supporting and assessing students' progress.

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.

Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.

The post holder will:

- be educated to GCSE level standard or equivalent;
- have experience of working in an educational setting
- have the ability to remain calm under all circumstances; using humour where appropriate as a de-escalation tool;
- bring a non-judgemental approach to working with people;
- be solution focused in solving problems;
- be willing and able to work collaboratively and flexibly with staff, government agencies; parents/carers and the general public;
- have experience of and an interest in the welfare and well-being of young people;
- have a working knowledge of the use of ICT in a learning environment

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: