

3Dimensions

Job Description

Teaching Assistant – Hours: 8:45am-4:45pm Mon-Fri, Term Time

Purpose of the Role:

To support planning and teaching of individualised curriculum set by teachers. This includes supporting small teaching activities but to also lead 1:1 Learning tasks and running activities and life skills within the community.

TA's will receive training in Positive Behaviour Management. They must follow Positive Behaviour Strategies and must respect client and family confidentiality at all times. This job description will be referred to where necessary during the appraisal process and during any reviews of performance.

Tasks include:

- Carry out the individualised lessons and behaviour plans on personal development.
- Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Work 1:1 with the child in the home/community and school setting.
- Run discrete trials and collect data to track child's progress.
- Model appropriate play skills in both structured and unstructured play settings.
- Complete required paperwork including, but not limited to, daily notes and behaviour tracking sheets.
- Attend and participate in staff meetings and training workshops.
- Organize and create teaching materials.
- Work collaboratively with teachers, teammates, parents, the behaviour consultant, your line manager and other professionals.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise pupils during lesson times and breaks.
- Enforce administration policies and rules governing students.
- Assist with or grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe student' performance, and record relevant data to assess progress.
- Handover any observations of pupils, colleagues or activities to your line Manager with suggested solutions.
- Organize and label materials and display students' work in a manner appropriate for their eye level and perceptual skills.
- Participate in teacher-parent conferences regarding student's progress or problems.

- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review.
- Take class attendance, and maintain attendance records.
- Carry out therapeutic regimes such as behaviour modification and personal development programmes, under the supervision of special education instructors, psychologists, or speech-language therapist.
- Promote equality, diversity and rights.
- Develop relationships with the people that use the service, establish, and maintain effective communication with these people.
- Promote, monitor and maintain health and safety and security in the workplace.
- To protect the young person from danger or harm as exists in the environment or from other persons and to protect the young person from self-harm.
- To negate any possible harm arising from the young person to others, whilst keeping the young person safe.
- To be familiar with the Physical Intervention procedure, reporting and recording.
- To be part of off-site team during 4 day residential, once a year.
- To assist in domestic duties as necessary.
- To be able to diffuse conflict situations and provide a calming influence.
- To produce reports, reviews and assessments where necessary, as well as keeping records and journals.
- To attend training as required.
- To inform management of any problem arising from Health & Safety, resident, staff or any other issue.
- To be prepared to communicate and discuss any issue that impacts upon job performance, or the dynamics of the home.
- To be prepared to address behavioural problems and seek solutions.
- To be prepared to evolve with the programme for the benefit of our young people, and all concerned.
- Assist teacher in the development and improvement of areas of the school, locating resources needed for highlighted changes.
- Our Programmes operate on personal basis and teaching staff must be able to respond to any unforeseen changes at short notice and partake in ad-hoc duties necessary to the function of the organisation and the team.

General

- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistle blowing, Complaints and Representations and Behaviour Policies

- Report issues and/or incidents relating to staff and Students that have arisen in the day promptly to the relevant Senior Leadership or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Students and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required