
JOB DESCRIPTION

JOB TITLE	Teaching Assistant Apprentice
LOCATION	Energy Coast UTC, Blackwood Road, Lillyhall, Workington
HOURS OF WORK	Monday-Thursday 08:00-16:30 Friday 08:00-14:30 National apprentice wage (as per Government guidelines)
RESPONSIBLE TO	Special Educational Needs and Disabilities Coordinator

OVERALL PURPOSE OF JOB

- To complement the professional work of teachers by taking responsibility for learning activities, for individuals and groups, under an agreed system of supervision and guidance.
- To support vocational achievement of students at one of our key educational partners.
- To monitor individual and/or directed pupils.
- To assess, record and report on individual student's achievement, progress and development.
- To monitor and intervene in student's behaviour.
- To follow all guidance and instructions of the SENDCo.

DUTIES AND RESPONSIBILITIES

Support for Students

- To assist with the comprehensive assessment of individual students and use detailed knowledge and specialist skills to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote inclusion and acceptance of all students within the classroom.
- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To assist the teacher with the development and implementation of Individual Education/Behaviour/Support Mentoring Plans.
- To arrange and develop one to one mentoring arrangements with students.
- To provide information and advice to enable students to make informed choices about their own learning or behaviour.
- To challenge and motivate students, promote and reinforce self-esteem.

- To provide feedback to students in relation to progress, achievement, behaviour and attendance.
- To assist students when they are excluded from, or otherwise not working within a normal timetable, to complete activities provided by the teacher.
- To work with other staff in school and outside agencies to provide a safe environment for physically vulnerable students.
- To meet with outside agencies and disseminate information as appropriate.

Support for Staff

- To work with other staff in planning, evaluating and differentiating learning activities and adjusting the learning environment as appropriate.
- To assist with the monitoring and evaluation of student responses to learning activities.
- To provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To work within the school's established approach to promoting positive discipline to anticipate and manage behaviour constructively, promoting self-control and independence.
- To contribute to meetings with parents/carers and provide constructive feedback on student's achievement and progress.
- To attend Parents Evenings' when requested.
- To support students' access to learning using appropriate strategies and resources.
- To manage record keeping systems and processes.

Support for the Curriculum

- To implement agreed learning activities, making adjustments according to student responses/needs.
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills.
- To use ICT effectively to support learning activities and develop students' competencies and independence.
- To select and prepare learning activities or resources, taking into account students' abilities, age, interests, language and cultural backgrounds.
- To work with other staff to determine the need for specialist equipment and resources to support students, and to prepare and use equipment as appropriate.

Support for the College

- To be aware of student individuality and ensure that all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/values/aims of the college.

- To support other TAs in their day to day duties and carry out additional administrative duties as requested.
- To attend and participate in regular meetings as required including weekly SENDCo led meeting.
- To attend and participate in whole school events such as Open Evenings when/if requested.
- To provide support for the implementation of IEPs.
- To provide support for students entitled to Access Arrangements.
- To support out of school activities and trips, as directed.
- To have possible involvement with family learning events.

OTHER SPECIFIC DUTIES

- To continue personal professional development as required.
- To understand the implications of the Freedom of Information Act and the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- To attend staff and other meetings and participate in staff training and development events as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required.
- To adhere to the UTC's policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.
- To lead by example and set a professional tone for behaviour, both as a role model and by supporting the culture of mutual respect between students and colleagues.
- To understand the safeguarding requirements of the UTC and ensure compliance with the policy.

The person undertaking this role is expected to work within the policies, ethos and aims of the UTC, to carry out such other duties as may reasonably be assigned by the Principal, and to play a full part in the life of the UTC supporting its distinctive mission and encouraging staff and students to do the same.