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 **JOB DESCRIPTION**

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| **Job title:** | Vocational Teaching Assistant  |
| **Responsible to:** | Vocational Teacher |
| **Job purpose:** | To work with teachers to support teaching and learning by preparing and resourcing vocational classrooms/environments as well as providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teachers. |
| **Key internal contacts:** | SLT Support TeamAdmin TeamStudents |
| **Key external contacts:** | Course TutorParents/CarersOutside Providers  |
| **Special consideration:** | Hold a clear Enhanced DBS check |

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| **Key duties and responsibilities:** General:1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.2. Support pupils to understand instructions support independent learning and inclusion of all pupils.3. Support the teacher in behaviour management and keeping pupils on task.4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.5. Prepare and clean up learning environment and resources, including preparation for practical vocational activities.6. Prepare and care for the vocational classrooms, including feeding and cleaning out animals, prepping cooking lessons and organising resources.Teaching Assistants in this role may also undertake some or all of the following:1. Record basic pupil data
2. Support vocational teachers through sport, animal care, food prep and classroom resource organisation.
3. Assist with break-time supervision and intervention support with the animals.
4. Assist with escorting pupils on educational visits.
5. Support pupils in basic ICT as well as subject specific resources.
6. Invigilate exams and tests.
7. Assist with pupils’ SEMH needs, including embodying the safeguarding culture of the school.
8. To assist with pupils with interventions, designed and supervised by the SENCO.

Skills Needed:1. To enjoy working with young people.
2. To be self-motivated.
3. Some experience of preparing food.
4. Ability to communicate with both children and adults calmly and in a friendly, professional manner.
5. Professional image and ability to present the service favourably to all stakeholders.
6. Excellent time management and organisational skills, including working independently when needed.
7. Able to demonstrate understanding of confidentiality and safeguarding requirements.
8. Ability to identify own training and development needs and willingness to participate in development and training opportunities.

Trust:1. Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish;
2. Promote the safeguarding and welfare of children and young people; Complying with the Trust’s policies and procedures (e.g. equal opportunities and health and safety);
3. Ensure high standards of behaviour and dress are maintained.
4. Attend Trust/Academy briefings, meetings and events as required by the Executive Principle or Headteacher.

Additional duties:You may be required to carry out additional duties, as the Executive Principle or Headteacher may reasonably request, which are commensurate with the post. |