

Goldwyn School

Job Description: Teaching Assistant (Motor Vehicle)

Employed at:	Goldwyn Sixth Form
Employed for:	32.5 hours per week (term time only plus 5 staff development days)
Hours of Work:	8.30am - 3.30pm Monday to Friday with half an hour unpaid lunch break
Responsible To:	Vocational Centre Manager/Principal
Purpose:	To work supporting teaching, learning and behaviour, providing general and specific specialist support to students under the direction, guidance and direct supervision of Tutor and Vocational Centre Manager as required.

Key Duties and Responsibilities:

1. Support students in social and emotional well-being, reporting problems to the tutor as appropriate. Implementing agreed behaviour management programmes for students with severe emotional problems to ensure students' wellbeing, health, safety and learning needs are met.
2. Support learning activities for specific individuals and groups of students under the professional direction and supervision of a tutor, differentiating and adapting learning programmes to suit the needs of allocated students
3. Record and report on development, progress and attainment as agreed with the tutor. Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the tutor.
4. Plan and evaluate specialist learning activities with the tutor, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities. Establish and maintain relationships with families, carers and other professionals as appropriate.
6. Escort and supervise students on educational and out of school activities.
7. Supervise individuals and groups of students throughout the day, including supervision in the classroom, and dining areas.
8. Work with students not working to the normal timetable.
9. Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health & Safety

- Establish and maintain safe working practices and environment in accordance with Health and Safety legislation
- To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
- To supervise the use and care of the learning environment.

Performance Development:

- All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Safeguarding

- Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.