



JOB DESCRIPTION

Job Title:	Teaching and Behaviour Support Worker	Job Ref:	FC053
Reports To:	Deputy Head – Raising Standards	Location:	Foundry College
Grade:	5	Salary:	SCP 22 – 25
Employment Status:	Permanent Contract	Hours of Work:	37 hours per week Term Time Only + Inset Days

Foundry College Vision

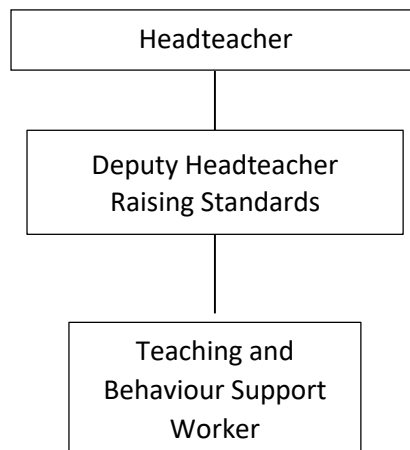
Foundry College is committed to :-

- Excellence that inspires learning, achievement and enjoyment for all
- Supporting all learners to fulfil their potential in a challenging and safe environment
- Promoting respect, nurturing the positive and developing skills for life

Job Purpose

- To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with college policy and government initiatives in the pursuit of high standards of pupils' achievement.
- To provide support to pupils both at group and individual level in the management of emotional and behaviour difficulties.
- To help these young people overcome such difficulties, thus increasing their opportunities to achieve their educational potential.

Organisation Chart



Main Responsibilities

- Support learning for individual pupils and small groups under the guidance of the Senior Teacher / Deputy Headteacher and assist with the implementation of lesson plans and facilitate more ambitious learning activities.
- Enable pupils to become independent learners within their own ability and provide positive support under the direction of the teacher motivating and encouraging pupils whilst establishing a supportive relationship.
- Clarify and explain instructions, assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting, listening, presentation and ensuring that class work and homework instructions are understood.
- Meet the physical, emotional, behavioural and or other special needs as required whilst encouraging independence and encouraging the acceptance and integration of the pupil with special needs whilst ensuring compliance with college policies i.e. Equality Opportunities, Inclusion etc.
- Provide feedback to teachers and other professionals on pupils' progress in the evaluation of the support programme and noting pupils' achievements or problems.
- As required, monitor, record and analyse pupil data e.g. daily attendance records, assisting with the implementation of baseline assessments.
- Liaise with teachers and educational professionals devising complimentary learning activities.
- Prepare classroom / educational materials, and organise supplies of materials and support pupils with these and other specific educational aids following college health and safety regulations.
- Deliver group work, carry out the organisation and collation of pupil reports (if required) and supervise the display of pupils' work.
- Provide supervision and extended learning opportunities during break times as required.
- Attend after college staff meetings and INSET training (if applicable) and help with special occasions in the college's calendar.
- Escort pupils on educational visits/trips in a group with the teacher.
- Support and assist with the re-integration of pupils into mainstream and/or specialist educational settings, through the creation and implementation of individualised transition programmes in consultation with the Deputy Head and the receiving school.
- Keep records of work undertaken and provide feedback to schools.
- Support the transition of pupils through modelling behaviour management techniques and supporting teaching assistants in receiving schools where appropriate.
- Help pupils to improve their ability to respond positively within their new educational setting.

All college staff are expected to:-

- Work towards and support the college vision and current college objectives as outlined in the College Improvement Plan
- Support and contribute to the college's responsibility for safeguarding pupils
- Work within the college's Health & Safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the appraisal process
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendments from time to time, including on appointment, after consultation with the post holder and without changing the level of responsibility of the post.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

	Essential	Desirable
Qualifications:		
5 GCSE passes, including C grades in English and Maths	√	
A professional qualification in a relevant area; or		√
Substantial experience working with young people and their families will be considered as an alternative qualification	√	
Experience:		
Experience of working with young people and their families in a professional capacity	√	
Experience of identifying needs, setting targets and evaluating effectiveness	√	
Experience of multi-agency work, including as a key worker		√
Experience of working in an educational / school environment	√	
Experience of one-to-one therapeutic work or a willingness to train in this area		√
Personal and Professional Skills and Attributes:		
Ability to understand the conflicting pressures encountered when working within a school environment	√	
Ability to understand the school perspective and work positively with school staff	√	
Ability to relate to young people and adults positively, both as individuals and in groups, encouraging participations and empowerment	√	
Ability to plan strategically in order to meet identified needs	√	
Good communication, both written and oral	√	
Ability to be self-motivated and have good time management skills	√	
Ability to work within a team as a constructive team member	√	
Confident user of MS Word and Outlook	√	
Personal Qualities:		
The ability to build positive and appropriate relationships with young people	√	
The ability to motivate children / young people who may have previous negative educational experiences and act with integrity	√	
The ability to remain calm in stressful situations	√	
Personal resilience and emotional strength	√	
A sense of humour	√	
Must be a good role model to students	√	
Must be adaptable and willing to accept guidance and support	√	

Special Factors:		
The post holder must possess a driving licence and have access to a vehicle for which mileages allowances will be paid.	√	

Additional Information

- Foundry College is committed to safeguarding children and to promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.
- CVs will not be accepted.

Transport

- You must be able to meet the travel requirements of the post