



## Job Description TA @ Finch

Job Title:	Teaching Assistant
Reports to:	Centre Manager
Hours/Weeks:	36 hours per week x 42 weeks per annum. (Term time only)
Duration:	Fixed term
Salary Scale:	Scale 4

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**Line Manager:** Finch Centre Manager

### Key responsibilities

To support access to learning for students. To work alongside teachers in the management of students' social interaction, behaviour and achievement, while ensuring the students' safety at all times.

### Main duties and responsibilities

1. Work as directed by the Head and Manager of Finch in supporting individuals to access learning
2. Support for the students, working alongside the teachers
3. Comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the appropriate person.
4. Establish good relations with students, acting as a role model, and being aware of and responding appropriately to individual needs.
5. Helping students to organise themselves and encourage students to act independently as appropriate.
6. Helping students to understand and comply with Finch CORE values and procedures on discipline and codes of conduct.
7. Keep students on task and prompt appropriate behaviour
8. Welcome students to Finch in the morning, organise breakfast & collect mobile phones
9. Supervise breaks as per the rota
10. Be involved in the setting and reviewing of student targets and report to the teachers on progress and achievement as agreed.
11. Support the work directed by class teachers monitoring student behaviour, reporting difficulties to manager as appropriate.

## **General**

1. Supervise students to ensure their safety on Finch premises out of lesson times.
2. Promote and implement all Finch policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people.
3. Accompanying teaching staff and students on visits/trips/out of Finch activities as required
4. To develop and maintain an awareness of Finch procedures including health and safety.
5. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
6. Identify personal training needs and to attend appropriate internal and external training.
7. Participate in Finch programmes of staff appraisal and continuing professional development.
8. Undertake other duties as may reasonably be required in the interests of the efficient functioning of Finch.
9. Liaise with subject teachers regarding the needs of individual students
10. Maintain confidentiality as appropriate.
11. Assist teachers in the preparation of activities and resources for students
12. To operate at all times in line with the Finch values and behaviours.

### **All Finch staff are expected to:**

- Work within the Finch's Diversity Policy to promote equality opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.
- Adhere to Finch policies and procedures as set out in the staff handbook or other documentation available to all staff.

This job description should not be viewed as a prescriptive document, but as an outline of the duties of the post. The job description is subject to review and change after consultation and agreement with the post holder.

**At all times, work within the Finch's policies and procedures, and ensuring compliance with the Finch's Health and Safety Policy and the Health and Safety at Work Act.**

**Finch is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this**

**commitment. An enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment.**

Signed .....

Name: .....

Dated: .....