`

**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Post Title:** General Teaching Assistant (Alternative Provision) |  |  |
| **Grade and Salary Scale:** B SCP 5  |  |  |
| **Department and Service:** Culture, Communities and Communications, Growth and Place**Responsible To:** Alternative Provision Coordinator**Post Ref:** R0000393  |   |  |

**Purpose of the Post:**

To assist and support teaching and learning within an Alternative Provision for 13 - 19 year olds

**Duties and Responsibilities:**

1. Prepare classroom as directed for lessons (including resources and equipment) and to clear away after, along with displaying pupils work.
2. Be aware of pupil problems/progress/achievements and report to teacher as agreed.
3. Support teacher in managing pupil behaviour and reporting difficulties as appropriate.
4. Gather/report information from/to parents/carers as directed.
5. To support pupils to understand instructions.
6. Attend to pupil’s personal and social needs around the implementation of personal programmes including social, health, hygiene, first aid and welfare matters.
7. Supervise and support pupils ensuring their safety and access to learning.
8. Establish good relationships with pupils acting as a role model and being aware and responding to individual needs.
9. Promote the inclusion of all pupils and encourage pupils to interact with each other and engage in activities led on by the teacher.
10. Promote pupil independence and be the lead contact for Information advice and guidance for learners within your teaching area.

**Corporate Responsibilities:**

* We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
* You will
	+ Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
	+ Respect all confidentialities and principles and practices of the Data Protection Act.
	+ Comply with Health and Safety policies and legislation.
	+ Be committed to continuous personal development, including Middlesbrough learns.
	+ Demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.



PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

|  |
| --- |
| **PASSIONATE about Middlesbrough*** Believe in Middlesbrough
* Be proud to work for the Council
* Have a ‘can do’ attitude
 |

|  |
| --- |
| **INTEGRITY at our heart*** To be open, honest and transparent
* Communicate well with others
* Treat others with respect
 |

|  |
| --- |
| **CREATIVE in our thinking*** Always look to improve
* Find solutions to problems
* Positive to change
 |

|  |
| --- |
| **COLLABORATIVE in our approach*** Engage and consult with others
* Seek feedback from others
* Understand the needs of others
 |

|  |
| --- |
| **FOCUSSED on what matters*** Understand the Council’s and my own priorities
* Put the customer first
* Deliver against expectation
 |

|  |  |  |
| --- | --- | --- |
|  | **Essential****x** | **Desirable****x** |
| **QUALIFICATIONS:**  |  |  |
| 1. Teaching Assistant Qualification (minimum Level 2) or working towards Level 3

           |  | **X****xxx** |
| 1. English and Maths Level 2 (GCSE A - C)
 | **X** |  |
| 3.   Vocational Qualification (Minimum Level 3) |  | **X** |
| **KNOWLEDGE & EXPERIENCE**  |  |  |
| 1. Experience of teaching Assistant or volunteering in a teaching environment
 | **X** |  |
| 1. Experience of working with a wide range of ages and abilities
 | **X** |  |
| 1. Experience of working with challenging students
 | **X** |  |
| 1. Knowledge of the common inspection framework and Ofsted requirement
 |  | **X** |
| 1. Basic IT skills
 | **X** |  |
| 1. Ability to work with both children and adults with support needs
 | **X** |  |