

FOCUS Teaching Assistant

Job Description

Salary scale:	Scale 5, SCP 15-19 (£26,538-£28849) pro rata – Actual (£21,177 - £23,034)
Hours:	Term Time Only + 5 Inset day, 34.5 hours per week (08:15am – 3.45pm Mon-Thurs, 3.15pm Fri)
Permanent / Temporary:	Permanent
Responsible to:	Pupil Support Unit Manager
Job purpose:	As a Teaching Assistant specialising in pupils with complex Social, Emotional, Mental Health (SEMH) needs, your role is pivotal in supporting the educational and emotional development of these students within our school community. You will work closely with teaching staff and external professionals to provide tailored support, ensuring each pupil receives the guidance and encouragement necessary to thrive academically and socially.
Managing:	None

Key Responsibilities

Main Duties

- **Supporting Learning:** Assist in the implementation of pupil passports and behaviour support plans (BSPs), ensuring lessons are accessible and engaging for pupils with SEMH needs.
- **Emotional Support:** Foster a nurturing and inclusive environment where pupils feel safe and supported, promoting positive emotional well-being and resilience.
- **Behaviour Management:** Employ effective strategies to manage challenging behaviours, promoting self-regulation and constructive interaction among pupils.
- **Collaboration:** Work collaboratively with teachers, SENCOs (Special Educational Needs Coordinators), and external agencies to provide holistic support that addresses both academic and emotional needs.
- **Progress Monitoring:** Monitor pupil progress and behaviour, providing feedback to teachers and contributing to reviews and assessments as required.
- **Personal Development:** Support pupils in developing social skills, independence, and confidence, preparing them for successful integration into mainstream activities and academic settings.

Qualifications and Skills:

- Experience or training in supporting pupils with SEMH needs.
- Understanding of behaviour management strategies and techniques.
- Strong communication and interpersonal skills to build positive relationships with pupils, staff, and parents/carers.
- Patience, empathy, and resilience in dealing with challenging situations.
- Ability to work effectively as part of a team and independently, demonstrating initiative and flexibility.

Personal Attributes:

- Compassionate and supportive demeanour.
- Commitment to inclusive education and promoting equal opportunities for all pupils.
- Dedication to continuous professional development and learning.
- Ability to maintain confidentiality and professionalism at all times.

Any other reasonable duties commensurate with this level of responsibility and post as directed by the SENCO

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Support Staff

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 3 core values:

- We Care
- We Challenge
- We Commit

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to students and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our students.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

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

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

PERSON SPECIFICATION

Teaching Assistant

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> • Experience of teaching small group interventions and tracking progress. • GCSE equivalent in Maths and English at grade C or above 	<ul style="list-style-type: none"> • Experience of working with students with Special Educational Needs. • Experience of teaching phonics or be willing to train in the teaching of phonics. • Hold a TA3 qualification 	Application
Skills and Abilities	<ul style="list-style-type: none"> • Good communication skills. • Good literacy skills. • Good numeracy skills. • A good role model for the students, smart in appearance and punctual. • The ability to work flexibly. • To be able to work well as part of a team. • Ability to develop positive relationships with the target groups. • Good ICT Skills. • Ability to deliver one to one and small group interventions. 	<ul style="list-style-type: none"> • Knowledge of record keeping systems. • Experience of working with children aged 11-16. • Experience of working in a school environment. 	Application Interview
Other	<ul style="list-style-type: none"> • Commitment to equal opportunities • A willingness to undertake additional training, keep up to date with developments 		Application Interview