

**Salary:**

NJC Pay Scale,

**Responsible to:**

Lead Behaviour Manager

**Date of Job Description:**

June 2022

### Purpose of the Role:

To work within the Unity behaviour support team, providing specialist support within the Impact behaviour team.

### Main Tasks and Responsibilities

**General Duties:**

- To work flexibly to accommodate meetings with early or late start/finish times as required.
- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

**Key duties:**

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of the Behaviour lead, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the Behaviour lead
3. Monitor and record pupil responses and learning achievements and update record electronically via the SIMS system
4. Contribute to planning learning activities with the Behaviour lead
5. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary
6. Select and adapt appropriate resources/methods to facilitate agreed learning activities
7. Responsible for the careful and safe use of equipment, such as play and standard ICT equipment
8. Support pupils in social, health and emotional well-being, reporting problems as appropriate
9. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
10. Maintain confidentiality and adhere to safeguarding procedures
11. Demonstrate and adhere to the schools health and safety policies and procedures

**Teaching Assistants in this role may also:**

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
2. Provide short term cover supervision of classes
3. Assist with break-time supervision including facilitating games and activities
4. Be responsible for the preparation of materials and resources
5. Invigilate exams and tests
6. Escort and supervise pupils on educational and out of school activities
7. Guide and support pupils in their personal, emotional and social development
8. Prepare and present displays
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas

10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual behaviour plans), including attendance at, and contribution to, reviews
11. Work with pupils not working to the normal timetable.
12. Demonstrate own duties to new or less experienced staff

### **Indicative knowledge, skills and experience**

- Experience of working with young people within an educational context
- Demonstrate specialist skills relevant to the role.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.