



Job Description



Job Title: WRAP around Education Teaching Assistant
Academy: ACE Schools
Reporting to: Matthew Bindon, Head
Teachers Pay and Conditions: Grade D Actual Salary – £15,415
Contract Type: Initially until the end of the Academic Year 2021
Term Time Only: 39 weeks per year
Hours per Week: 32.5
Closing Date: 12pm Thursday 4th March 2021

Job Purpose

Under the direction/instruction of senior staff, provide one to one support to children in their learning on and off-site. You will be based at one of our WRAP around bases which provides education to children aged 5 to 16 on a one to one or small group basis. You will be required to support teachers with other tasks such as: preparation or routine maintenance of resources/equipment; classroom displays; holding meetings with families and other professionals; updating daily recording and reporting systems using IT. This role also involves maintaining good working relationships with the parents/carers of pupils through daily phone contact.

Responsibilities

Support for students in accessing learning activities in a variety of settings, including vocational placements and Learning Outside the Classroom, as directed by Teacher/Senior Staff to include:-

- Support and encourage students to engage in learning activities, and promote Good Behaviour
- Assist with the supervision of students during off-site activities, including Training Placements
- Be aware of, and comply with Policies and Procedures relating to: Child Protection; Health & Safety; Security; and Confidentiality – reporting all concerns to the Designated Person/s
- Be aware of, and support difference, and ensure all students have equal access to opportunities to learn and develop
- Provide support for the preparation of, and undertaking of examinations
- Be an effective role model for the standards of behaviour expected of students
- To support in the development of education plans in junction with other professionals, pupils and families

Support for the Academy to include:-

- Contribute to the overall ethos/work/aims of the Service
- Appreciate and support the role of other professionals, and maintain positive working relationships
- Attend relevant meetings as required
- Participate in training, learning activities, performance development, and maintain record of own professional development



General Duties

- As and when required, to undertake duties in connection with personal hygiene and welfare of students, as directed by teaching staff
- Provide clerical/admin support, e.g. attendance/absence, typing, photocopying, printing, display, baseline assessment
- Ensuring maintenance of a clean, safe, and orderly working environment
- Timely and accurate preparation of routine equipment, resources, materials, as instructed, ensuring quality/safety
- Undertake record keeping as directed
- Monitoring and arranging orderly and secure storage of learning resources

Experience & Job Knowledge

Essential

- Experience of supporting young people with behavioural & learning difficulties
- Experience of supporting with the supervision of young people during off-site activities
- Experience in using a range of IT applications

Desirable

- Evidence of supporting in the writing of Individual Education Plans, Pastoral Support Plans or similar
- Evidence of involvement in extracurricular activities
- Evidence of supporting in developing / delivering differentiated programmes of work
- Knowledge of SEN and statutory assessment procedures, and the SEN Code of Practice
- Experience of working with young people who suffer from mental ill-health

Skills

Essential

- Good communication and interpersonal skills, both in person and online
- Ability to work within school community teams, and wider community teams
- Ability to produce clear and accurate reports
- Ability to follow instructions, and to use initiative to work with young people in a variety of situations as well as the classroom such as P.E./Outdoor Education, and Vocational placements
- Ability to work within corporate policies. Awareness of Equal Opportunities and Health & Safety, Child Protection Procedures and Safeguarding & Welfare
- Ability to form good relationships with young people and support positive behaviour and engagement

Desirable

- Evidence of communicating & cooperating with a range of Children's and Young People's Services

Qualifications

Essential

- GCSE English and Maths (A*-C) or Adult Literacy & Numeracy Level 2 equivalent
- Level 3 qualification in working with children or young people

Desirable

- Teaching assistant related qualification
- Youth work related qualification
- Other equivalent qualification relevant to children/young people

Physical Requirements

Essential

- Full driving licence and business insurance, with a vehicle suitable to transport individual pupils to activities
- Participate in off-site and in-house extra-curricular programmes

Desirable

- Mini-bus driving certificate
- Ability to visit and provide support at other ACE sites

Personal Qualities and Attributes

- Patience, acceptance, curiosity, and empathy with and for the children
- Team player
- Punctuality and reliability are essential
- Resilience, energy, and a solution focussed attitude
- Confidentiality
- A strong work ethic will need to be demonstrated

Trust Standards

The post holder is, at all times, required to work within the Trust's:

- Health and Safety Policy, performance standards, safe systems of work and procedures
- Act in accordance with the appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.

Trust Vision & Values

Vision

We stand for excellence in education, uncompromising professionalism, and solution-focussed support, with our pupils at the heart of everything we do.

Values

- Professional excellence in all we do
- Valuing the individual and our service to them
- Valuing growth and releasing potential
- Celebrating Success
- Compassion and caring for everyone

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change and the above list is not exhaustive. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Closing Date: 12pm Thursday 4th March 2021

Interview Date: Week Commencing 8th March 2021

Start Date: ASAP pending notice periods and pre-employment checks

For more information or an informal discussion, please contact Recruitment Manager, Katherine Wildman on 01752 396118 / email recruitment@transformingfutures.org.uk

Or

Visit our website www.transformingfutures.org.uk to download the full applicant pack and application form.

ACE Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and will be undertaken before a confirmed offer of employment is made to successful applicants.

*You will be required to undertake CPI training as part of your induction.
Essential qualification and person requirements should be met as per role profile to be considered for shortlisting.*