

# **TEACHING ASSISTANT BEHAVIOUR**



## **JOB DESCRIPTION & PERSON SPECIFICATION**

## **37 hours per week / 39 Weeks per year, which includes 5 Inset Days**

**RESPONSIBLE TO:** Lead Practitioner, Inclusion

### **MAIN PURPOSE**

---

To ensure all students reach their full potential by providing blended academic and pastoral advice, guidance and support as well as ensuring a safe and conducive working environment for our students

Demonstrate resilience, commitment and a positive attitude to better the lives of the students at The Buckingham School, whilst offering support to teachers, support staff and students.

### **SPECIFIC DUTIES**

---

This is a varied role that includes, but is not limited to:

- Collecting students when required
- Organising students for detentions
- Supervise after school detentions / lunchtime detentions
- Manage student office in the absence of colleagues
- Assisting students with day to day support as and when required
- Support SSU as and when required
- Offer first aid for minor injuries

### **GENERAL**

---

- To be aware of the school's aims, organisational values and behaviours and their impact on this post.
- To participate in the School's performance management processes.
- Ability to work in a way that promotes the safety and well-being of students within the school.
- To carry out the duties of the post in accordance with the School's Equal Opportunities policy.
- To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work, and to co-operate fully with the School in health and safety matters.

The duties of this post may vary from time to time, as required by the Headteacher, without changing its general character or level of responsibility.

### **FIRST AID**

---

- To support day to day First Aid needs and to work as part of the First Aid Team as required

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
(Headteacher)

**Date:** \_\_\_\_\_

## PERSON SPECIFICATION – TEACHING ASSISTANT - BEHAVIOUR

	Essential	Desirable
<b>Qualifications</b>		
• GCSE A-C or equivalent in English & Maths	✓	
• Ability to motivate and encourage students	✓	
• Effective Communicator	✓	
• Can use ICT effectively to support the role		✓
<b>Planning &amp; Organising</b>		
• Good organisational ability	✓	
• Able to contribute to the pastoral plan of the whole school and understand the wider strategy	✓	
• Ability to plan and organise student support timetables		✓
<b>Team Skills</b>		
• Able to contribute constructively to and work effectively as a member of a team	✓	
• Able to use own initiative and self-motivate.	✓	
• Able to supervise work of students	✓	
• Able to contribute to wider school pastoral support, administration and initiatives	✓	
• Ability to create effective relationships with a variety of different people	✓	
<b>Communicating and Influencing</b>		
• Able to influence desired student behaviour	✓	
• Able to generate enthusiasm in students	✓	
• Able to communicate effectively to children, students	✓	
<b>General</b>		
• Empathy with students and sympathetic to their needs	✓	
• Professionally discrete and able to respect confidentiality in particular areas	✓	
• To be involved in ongoing Professional Development	✓	
<b>Personal Qualities</b>		
• Commitment to an ethos of high standards, personal fulfilment and academic success	✓	
• Good health and attendance	✓	
• Energy, stamina and determination	✓	
• A sense of humour and ability to remain calm under pressure	✓	