

## JOB DESCRIPTION

### Teaching Assistant – Green Room – Fixed Term Contract

**Salary:** Scale TA1b, point 3 (range 3 – 4)

**Hours of work:** 25 hours per week, term time only. This contract is for the duration of an individual pupil's time at Comberton.

**Line of Responsibility** Teaching Assistants in the Green Room (which is the unit for Behavioural, Emotional and social Difficulties) are directly responsible to the Behaviour and Inclusion Coordinators.

#### **Purpose**

To help students to remain integrated in varying degrees within mainstream education; to support their work experience or college placements; to help students deal with any issues which might be having an impact on their school life.

#### **Accountabilities**

##### **Supporting students – under the direction of the Behavioural and Inclusion Coordinators.**

- Supporting Green Room students in mainstream lessons or in the Green Room when appropriate.
- Regularly liaising with subject teachers and Head of Years re: Green Room pupils and how to maximise their learning and development
- Being willing and able to provide transportation for GR pupils to attend education or training off-site
- Act as a mentor and role model for Green Room pupils
- To be a listening board for students to express their worries and concerns
- To help students manage their behaviour and respond proactively when things have gone wrong
- To be comfortable discussing a range of issues which affect many Green Room students' lives – not living at home, drug abuse, smoking, sexual activity

#### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

- S/he shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management scheme.