



Job Description

Job Title:	Teaching Assistant/Keyworker
Reporting to:	Head Teacher or other Senior Leadership Team Member
Location:	Aurora North West Schools

Main Purpose

The role will support pupils within the school to enable their academic achievement, personal development and effectively manage their behaviour. The role works closely with and takes direction from the Teaching staff as well as liaising directly with the senior leadership of the school ensuring the effective safeguarding of the students. The role also plays a significant part in developing positive relationships with parents, foster carers and staff within children's homes.

Key Accountabilities

- Act all times to ensure the safeguarding and welfare of the pupils.
- Support delivery of the Academic targets of the school and the achievement of individual pupils
- Support the delivery of the Social and Behavioural Curriculum of the school and support the pupils assigned to him/her as key pupils according to their emotional, social and behavioural needs.
- Assess and contribute to the written and verbal assessment of the personal, social and behavioural needs of a pupil or group of pupils attending the school
- Communicate and consult with parents, representatives of the relevant Local Authority and other professionals and colleagues with an interest in a pupils.
- Take personal responsibility for own professional development, ensuring skills and knowledge remain current and appropriate.

Key Duties

- Remain vigilant and respond positively to any difficulty (including Emotional, Behavioural and Social) a pupil may have, providing guidance and advice as well as supporting the pupil(s) to develop their own solutions and ensure concerns/issues are effectively escalated.
- Assess, record and report (both orally and in written form) on the development, progress and attainments of pupils
- Undertake risk assessments and ensure appropriate documentation is in place and effectively communicated.
- Undertake written reports which feed into the Annual Reviews and other ad hoc and formal reporting requirements.
- Prepare the Development and Social Profiles of the pupils
- Participate in the preparation and development of behavioural and social strategies, teaching and other programmes, assessment and pastoral arrangements of pupils.
- Undertake regular key worker meetings with pupils, identifying changes in behaviour and language both positive and which present concern.
- Transport pupils to and from school and to other appointments etc. during the day, using Aurora vehicles.
- Liaise with parents on daily basis as required, supporting the pupils to attend school on a regular basis and enabling parents/carers to celebrate progress and engage as necessary with concerns highlighted.

- Support students to achieve academic targets by working with them in class and supporting on a one to one basis.
- Prepare and deliver assemblies and other learning sessions as directed.
- Attend meetings as required with internal colleagues and external agencies, parents and carers as required to ensure the pupils development and safety. These will include meetings which relate to the Curriculum, administration and organisation of the school and pastoral and other pupil-centred issues not directly related to school.
- Support off-site curriculum activities such as outdoor education, supporting learning delivered by other providers and educational trips.
- Support in the delivery of exams and other formal educational tests and assessments. Support teachers and other staff in the arrangements for the preparing of pupils for National Tests (Key Stage and otherwise), National, Regional, Local and school-based examinations and assessments for the above and the recording and reporting of such assessments, examinations and tests; and participating in the arrangements for pupils presentations and the supervision of such tests, assessments and examinations.
- Ensure own actions and behaviours are in line with prescribed routines and needs of the students and follow relevant policies, guidelines and procedures
- Participate in any agreed appraisal of own performance

Knowledge, Skills and Experience

Qualifications

- Essential
 - Full UK driving licence
 - Functional skills (maths and English)
 - In some cases GCSE level C or above will be required – depending on subject and key stage of assigned key pupil(s)
- Desirable
 - Teaching Assistant Qualification Level 2 or 3 or QCF Level 3 in Childcare
 - Recognised First Aid Qualification
 - Behaviour Management Accredited training

Experience

- Desirable
 - Previous experience of working in an environment managing social, emotional or mental health needs and or
 - Previous experience working within an educational environment

Skills

- Essential
 - High levels of resilience and patience
 - Ability to enthuse and motivate pupils and engage effectively to share and transfer knowledge and learning
 - Ability to manage resources effectively
 - Efficient and well organised
 - Flexible and approachable
 - Excellent verbal communication and good levels of written report writing
 - Ability to confront challenging and inappropriate language and behaviours in a way that engenders the right change
 - Ability to deal sensitively with people and resolve conflict

Requirements of Role

- Post holder will need to hold a valid UK driving licence.



Additional Information

As part of the Aurora Group everyone is:

- expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.