

Job Description

Job Title	Higher Level Teaching Assistant / Positive Behaviour Support
Reporting To:	Lead Teacher
Location	Woodview at Ingfield Manor School

We believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment for children and young people with special educational needs, including speech, language, and communication needs.

Job Overview

Location:	Woodview at Ingfield Manor School
Hours:	40 hours a week, term time only (39-week school year)

To provide a high-quality education support service to students, in accordance with company policies, procedures and practices and the standards set by the regulatory body.

Job Responsibilities:

Teaching and learning

- Conduct small class teaching groups under the advice of the teacher.
- Organise and facilitate off site teaching and learning by way of school trips / community access.
- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
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- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students
- Promote, support, and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use expertise to contribute to the planning and preparation of learning activities, and to plan own role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of students in the learning activities

Positive Behaviour Support

- Review and Implement behaviour management strategies to promote positive behaviour and minimise disruptions in the classroom.
- Model effective behaviour management strategies to staff, fostering a supportive and inclusive learning environment.
- Develop individualised positive behaviour plans for students with challenging behaviours, in collaboration with teachers, therapists and staff members.
- Review behaviour plans regularly to ensure they are effective and relevant
- Provide guidance and support to other staff working with students who are displaying behaviours of concern
- Provide support to students in developing social and emotional skills necessary for success in school and beyond.

- Respond to significant incidents, such as behavioural outbursts or emergencies, following established protocols and procedures to ensure the safety of students and staff.
- Implement de-escalation techniques and strategies to support students in regaining control and managing their emotions effectively.
- Ensure that every significant incident is followed by a thorough debriefing process, providing an opportunity for reflection to pinpoint triggers and develop proactive plans aimed at preventing or mitigating the risk of recurrence.
- Track and monitor behaviour at an individual, class and school level. Report to Senior leaders about trends developing an action plan to address concerns which is reviewed regularly.

Transition

- Assist the transition program for incoming Year 7 students, focusing on building relationships and easing the transition process.
- Support the organisation and facilitation of summer transition programs, welcome events, and orientation sessions for incoming Year 7 students and their families.
- Actively engage with incoming Year 7 students and their families, serving as a supportive presence and resource during the transition process through the Autumn term

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision
- To keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with
- To provide, at every opportunity, information, support and advice on the behaviour needs for all, in collaboration with other relevant services
- Share expertise and knowledge with other members of the team
- Take an active role in the staff training and development programme
- Contribute to the development of aspects of the training programme

Whole-school organisation, strategy and development

- To be responsible for updating the behaviour policy in line with legislation and current national guidelines.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Line manage school support team members

Health and Safety

- Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Ambito's vision and comply with the policies and procedures of Ambito and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Ambito Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

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Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications		Level 4 Certificate for Higher Level Teaching Assistants	Application Form Interview Certificates
Knowledge	Appropriate approaches to support students with special educational needs and disabilities make progress. Safeguarding children and adults Data protection and GDPR	Motor neurological impairment and communication needs, including use of AAC.	Application Form Interview
Skills	Supporting children and young people with special educational needs. Working as part of a team Following direction Ability to communicate clearly, both verbally and in writing. Adherence to safe practice	Lead others Use of ICT to support students learning. Engage and motivate learners and advance their learning	Application Form Interview

Experience	Leading small group teaching and learning. Organising teaching space and resources. Using effective behaviour management strategies	Organising off site trips / community access Line managing staff	Application Interview References
Personal Qualities	To be empathetic, supportive and promote independence and inclusion. The ability to use own initiative and be adaptable and willing to accept changing priorities. To be reliable, flexible, and motivated	Act as a role model to the young people in all aspects of your working life	Interview
Other	Have a non-judgmental approach.		Application Interview