Severndale
Specialist Academy

JOB DESCRIPTION

Job Coach / Teaching Assistant

Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioral difficulties arising from their condition; many have communication difficulties.

Purpose of the Post:

The main purpose of this post is to effectively develop a pathway for learners in line with our careers strategy to move towards employment / volunteering and liaise with the Academy's Work Placement team to devise a programme to meet the needs identified. You will accompany our young people to the work placement and assist with travel whilst providing information, advice, guidance and support, primarily in group work, who have barriers with entering training or employment.

The role will involve supporting colleagues by communicating and sharing your knowledge of the principles of coaching relating to preparation of adulthood for our young people through in house training.

Personal Skills required:

- Organised with good time-management skills
- Excellent communication skills with students who have speech and language difficulties
- Ability to work independently and as part of a team
- Ability to monitor student progress
- Positive and enthusiastic when faced with challenges
- Ability to transport and visit students whilst on placement

Duties and Responsibilities will include:

Job Coach

- Work with employers / organisations prepared to offer placements opportunities and employment opportunities for our young people whilst supporting individuals in placements
- Ensure employers observer Health and Safety responsibilities in line with Academy processes
- Contribute to and maintain individual learning plans for our young people relating to employment / volunteering
- Support students in applying for placements / volunteering opportunities and employment opportunities
- Support students to be successful in their employment, provide appropriate level of support and guidance in the work place as agreed by the Academy's Work Placement team
- Implement support plans which will enable the students to become competent in work and related skills
- Keep accurate records of job coaching support provided

- Acquire or complete risk assessments where appropriate
- Provide on the job training in work setting
- To facilitate other workers to become confident in working with and supporting students to carry out their duties
- Deliver travel training to students as required
- Work with employers to look at job carving to create appropriate employment opportunities
- Maintain records as required for monitoring, quality and audit purposes
- Provide support to other team members
- Attend team meets, training etc. as required

Student Assistance

- Attend to students personal needs, and assist with the development and implementation of Individual Education, Behaviour and Personal Care programmes
- Supervise and support students, ensuring their safety and access to learning
- Establish constructive relationships with students and interact with them according to their individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact and work co-operatively with others, and engage in learning activities
- Within the context of teacher-led planning set challenging and demanding expectations for students and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

Teacher Assistance

- Assist with the planning of learning activities
- Use strategies in liaison with the teacher to support students to achieve learning goals
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students work
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials
- Monitor students responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress and problems
- Maintain records as requested
- Administer routine tests, invigilate exams and undertake routine marking of students work, accurately recording achievement and progress
- Promote good student behaviour, dealing with challenging behaviour in line with established policy and individual plans and encourage students to take responsibility for their own behaviour
- Provide general clerical and administrative support

Other Duties

- Support students understanding through use of appropriate communication
- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to student responses
- Support students in using ICT and develop students competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans and relevant learning activities and assist students in their use
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students, as appropriate on visits, trips and out of school activities and supervise small groups of students on specific educational visits
- The post holder is required to be flexible as to hours worked to meet the requirements of the Job Coach / Teaching Assistant role

Reporting

- Line Manager: Class Teacher, Assistant Principal and ultimately the Principal

The above job description does not define in detail all of the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.