

Teaching Assistant & Support Worker



JOB DESCRIPTION

Job Title: Teaching Assistant & Support Worker

Hours: 9:30am – 3:30pm

Location: Catford, London SE6 2JH

Responsible to: Curriculum Lead

Purpose of job

To be responsible to the supervisor for the delivery of services to the young people at Y.O.U.R Beauty School CIC (YBS).

A firm awareness of health and safety and child protection issues and how to ensure good practice, having the ability to work in a way that promotes the safety and wellbeing of young people is essential to any role within this school.

About Us

Y.O.U.R Beauty School specialise in supporting young people aged 13-19, providing access to a structured training and education in Beauty Therapy, Maths and English and Personal Development to encourage re-engagement and reintegration back into mainstream education, to advance onto further education or employment.

Main Duties

1. To work directly with young people carrying out individual and group assessments, agreeing and implementing action plans and learning targets with young people.
2. Work alongside the teaching staff to support students in their learning, providing further explanation to individuals where needed.
3. Provide support learning support to all students, including students with special education needs or learning disabilities (SEND)
4. Support students to identify, meet and exceed their education targets.
5. Implement and support positive behaviour throughout the school, adapting own behaviour and responses when required to meet individual needs.
6. Ensure all documentation is completed correctly for recording accidents, incidents, or health and safety as per YBS' policies.
7. To assist with the development of the provision to young people in a variety of settings.
8. To establish contact with, listen to, advise and support young people, engaging them in effective positive relationships and promoting and encouraging their participation.
9. Facilitate learning by attending and planning offsite day and residential trips.
10. To contribute towards the planning and development of programmes which provide a range of accredited and recorded outcomes within the curriculum framework,

designed to meet the social, educational and personal development needs of all young people, in addition to addressing the five outcomes of 'Every Child Matters' and deliver on the 10 priorities.

11. To provide and deliver advice and guidance as part of the Connexion's Service, acting as a Personal Adviser when appropriate.
12. To assist in maintaining quality of service provision, regularly evaluating own work.
13. To work as necessary with other relevant agencies both statutory and voluntary, to ensure a co-ordinated approach.
14. To participate in appropriate training, staff development, supervision and team meetings as agreed with the Supervisor.
15. To assist with the preparation and administration as required to ensure the smooth running of the school.
16. To undertake ad hoc projects, provide cover to ensure continuity of the school and carry out any other work appropriate to the level and general nature of the post's duties. This includes lunch cover.
17. To carry out all duties with due regard to the legal and statutory regulations, particularly the provisions of health and safety regulations and legislation, the Children's Act, Child Protection procedures, the YBS' equal opportunities and customer care policies, and the New Technology agreement.
18. To assist lead workers/ Teachers with the preparation of sessions and session plans.

Normal working hours 9:30 to 3:30pm

The Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended and duties varied to meet the changing needs of the school at any time after consultation with you.

Y.O.U.R Beauty School CIC is committed to safeguarding and promoting the welfare of children. We undertake safeguarding checks on all workers in accordance with the DfE statutory guidance 'Keeping Children Safe in Education'. We also offer FREE online safeguarding and Prevent Duty training to all our workers. All candidates must undertake or have undertaken a valid enhanced Disclosure and Barring Service (DBS) check and subscribe to the DBS Update Service.

Receipt of the above agreed Job Description is acknowledged.

Name:

Signed:

Date: