



## **Job Description – Teaching Assistant for Flexible Provision and withdrawal room**

**Responsible to:** Deputy Designated Safeguarding Lead (DDSL) and Inclusion Lead

**Responsible for:** supporting students accessing our flexible provision space and behaviour withdrawal room.

### **Job Purpose**

To work under the instruction/guidance of the DDSL to undertake work/care/support programmes that enable access to learning for students accessing our internal flexible provision space and withdrawal room (IX). The primary purpose of the role is to enable students to make progress in their learning during time in these spaces, and to help them reflect on and develop strategies to support their emotional regulation and behaviour.

### **Support for Students – Roles/Responsibilities**

- Supervise and provide support for students, including those with special needs, to understand and complete work in the flexible provision space and withdrawal room (IX)
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities as guided by the IX/Flexible provision lead
- Have high expectations and promote students' self-esteem and independence
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Provide feedback to students in relation to progress and achievement under guidance of the IX/Flexible provision lead
- Assist with the development and delivery of small group interventions

### **Support for the IX/Flexible provision lead – Roles/Responsibilities**

- Create and maintain a purposeful, orderly and supportive environment in the withdrawal room and Flexible provision spaces
- Use strategies, in liaison with the IX/Flexible provision lead, to support students to achieve learning goals
- Assist with the planning of learning activities
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

### **Support for the School – Roles/Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report any concerns to the appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school

- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times, including break and lunchtime
- Support the creation and review of individual learning plans and lesson sequences, under the guidance of the IX/Flexible provision lead

### **Desirable Knowledge/Skills**

- Ability to relate well to children and adults
- Use of basic equipment/technology (photocopier, computer etc.)
- Understanding of relevant policies and codes of practice
- Awareness of relevant legislation
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

### **Safeguarding**

You will be expected to be familiar with the content of the school's current Safeguarding Policy, together with the 'Keeping children safe in education' statutory guidance for schools (as amended), and promote and ensure the safeguarding of students at the school.

December 2024