**JOB DESCRIPTION**

**Job Title –** Landbased and Animal Care Teaching Assistant

**Responsible to –**Head of Department for Landbased/Animal Care Technician and Tutor

**Purpose and Summary of Job**

To support the delivery of the Landbased and Animal Care curriculums, by providing and leading enrichment sessions, in session support to engage and progress learning for students as a support for the Tutor/Teachers and 1-1 support to students throughout their educational day.

To provide additional support in the specified curriculum area, supporting the Tutors/Teachers with resources, session delivery and planning.

To provide practical support for the department, including assisting with animal care tasks such as feeding, preparing animal housing, performing health checks, and managing the physical environment and resources. This will involve weekend work, as part of a rota to cover animal care tasks during the weekend. This role is contracted permanently for 52 weeks.

**Main Duties & Responsibilities**

* To assist the Animal Care Technician with animal care tasks, and to support the ongoing maintenance of the animal care environment.
* To assist the Head of Department for Landbased with resources and maintenance of land-based areas as instructed.
* To work alternative weekends throughout the year as agreed with the animal care Technician and Tutor as part of your weekly working hours, with a reduced weekday timetable to provide necessary care to the animals, including tasks such as feeding, cleaning and medical support.
* To provide high quality teaching and learning opportunities, following the guidance and support of the tutor/teacher.
* To show flexibility and differentiation when working across all ability levels, supporting all students to engage in learning opportunities.
* To ensure that all students are working towards their agreed accreditations.
* To use a variety of teaching approaches and activities to develop students’ learning through planned intervention and independent learning opportunities both within the college environment and in the community.
* To maintain effective partnerships with parent/carers to promote students’ learning and to provide information to parents about achievements and progress.
* To help produce quality displays around the college and ensure that they are updated regularly.
* To assist students upon arrival, during the morning routines, lunch/break times and upon departure.
* To help the tutors/teachers prepare the learning environment and maintain it to a good standard.
* To pass on information about students’ achievements and any other issues to their link tutor or other relevant staff, and share assessment outcomes as requested by the tutor/teacher.
* To complete all necessary administration to ensure an effective transfer of information, utilising Databridge
* To support students in a range of activities both on site and off site.
* To provide support and care for the student throughout the educational day, as required and in line with support plans.
* To attend staff meetings as required and follow students’ support plans to increase understanding and awareness of the student’s individual needs.
* To help collate, evaluate and maintain students’ progress records.
* Assisting with therapy programmes
* Photocopying, laminating, assisting with classroom displays and preparing teaching materials
* Support in the upkeep of TEACCH resources and ensure that the classroom environment is supportive of each students’ needs.
* Supervise and provide support for all students ensuring their safety and access to learning activities
* Assist with the development and implementation of Behaviour Support Plans, One Page Profiles and Student Journeys.
* Establish positive and support relationships with all staff and students.
* Encourage students to interact with others and engage in activities led by the tutor/teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to students in relation to progress and achievement under guidance of the teacher where appropriate
* Administer medication, if required, after appropriate training

**General Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required, supporting the students’ progression and wellbeing.
* Participate in training and other learning activities and performance development as required
* Assist with the safe supervision of students at all times during the educational day
* Accompany teaching staff and students on visits, trips and of site activities as required and take responsibility for a small group or individual, as appropriate, under the supervision of the tutor/teacher
* Comply and assist in the development of policies and procedures relating to Child Protection, Health & Safety, security, confidentiality, and data protection, reporting concerns to appropriate person.

**Performance Management**

Annual performance reviews are based on this overall job description and with particular emphasis on the Senior LSA individual annual targets. These are set in discussion with your appointed Teacher, our Senior Teacher and the Head of Education, and grouped under the headings: Professional Development, Supporting the Teacher, Support for Students, and Effective links to our Residential services.

**Driving College Vehicles**

If permitted to drive the vehicles, always to do so in an appropriate, safe and responsible manner in line with policies and procedures that are in place.

**Policies, Procedures & Standards**

To work in line with Cambian Lufton College policies and procedure and to be able to summarise relevant information when asked.

To have an understanding of current relevant legislation.

**PERSON SPECIFICATION Teaching Assistant**

**This post is subject to full DBS checking. The following will be tested in application/ interview**

|  |  |  |
| --- | --- | --- |
| **Requirement**  | **Essential**  | **Desirable**  |
| **Qualifications**  | Qualification in English & Maths Computing knowledge e.g. Microsoft office packageWillingness to undertake all training as requested.Commitment to undertake professional development. | Relevant qualification in safeguarding.Qualifications relevant to the vocational area e.g. Animal Husbandry |
| **Experience** | No previous experience is necessary but a passion and commitment to gain the required skills, knowledge and experience is vital. | Experience of working with young people or adults with learning disability, challenging behaviour.Experience of working with a positive behaviour support model. |
| **Knowledge**  |   | Knowledge of,* Safeguarding
* Relevant legislation
* Autism
* Trauma and Attachment
* Mental capacity and DOLS
* Health and Safety.
 |
| **Skills** | * The ability to communicate clearly and effectively
* The ability to carry out detailed instructions and relay back relevant information.
* Able to relate well to students and build positive and respectful relationships that are on a professional level.
* Able to work as part of a multi-disciplinary team
* Must be able to show initiative
* The ability to offer personal care in a respectful way.
 |  |
| **Other** | Consistency ReliabilityPunctualityFlexibilityEnthusiasm  | Seeks out advice and supervision whenever necessary;Attends and contributes to supervision suggested solutions, as well as an agenda of items to discuss;Always makes high quality and well-presented written and spoken reports and records. To make yourself available for regular professional supervisions (and an appraisal at least once a year. |

Jobholder……………………………………………. Signed…………………………….. Date……………………….

Manager…………………………………………….. Signed…………………………….. Date………………………..