



JOB DESCRIPTION

Job Title: Support Worker / Teaching Assistant

Purpose of job

To be responsible to the supervisor for the delivery of services to the young people at Wize Up.

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.

Main Duties

1. To establish contact with, listen to, advise and support young people, engaging them in effective positive relationships and promoting and encouraging their participation.
2. Facilitate learning by attending and planning offsite day and residential trips.
3. 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.

4. To work directly with young people carrying out individual and group assessments, agreeing and implementing action plans and learning targets with young people.
5. To assist with the development of the provision to young people in a variety of settings.
6. To provide and deliver advice and guidance as part of the Connexion's Service, acting as a Personal Adviser when appropriate.
7. To assist in maintaining quality of service provision, regularly evaluating own work.
8. To work as necessary with other relevant agencies both statutory and voluntary, to ensure a co-ordinated approach.
9. To participate in appropriate training, staff development, supervision and team meetings as agreed with the Supervisor.
10. To work with other staff (paid and voluntary) as a colleague in a team, motivating and undertaking the supervision/training part time staff and volunteers in order to provide the programme of activities, services and facilities.
11. To assist with the preparation and administration as required to ensure the smooth running of the school.
12. 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.
13. 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 Wize Up' equal opportunities and customer care policies, and the New Technology agreement.
14. To assist lead workers/ Teachers with the preparation of sessions and session plans.

Normal working hours 9:00 to 4:00pm

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.

Receipt of the above agreed Job Description is acknowledged.

Name:

Signed:

Date: