



Beckmead College

Teaching Assistant & Mentor

Job Description and Person Specification

July 2025

Job Description

Job Title:	Teaching Assistant (4 days) & Mentor (1 Day)
Location:	Beckmead College Tennison Road & Alveston Gardens sites
Hours:	36 hours per week. Term time only (plus INSET days)
Grade:	NJC Scale 6 point 18-20 (Outer London)
Responsible to:	Senior Leadership Team

Job Purpose

To support students in lessons and nurture time and assist with the provision of support for individual students with social emotional behaviour difficulties, helping them overcome barriers to learning inside and outside of school, in order to achieve their potential. The TA / Mentor will work with children on a one-to-one basis or in small groups.

Main Duties and Responsibilities

The duties listed below are in addition to the duties required of a Teaching Assistant:

1. Student Guidance and Support and Working with School Staff

To lead the mentoring of students in terms of their social emotional wellbeing and their behaviour:

- Developing and using strategies to support pupils with difficulties
- To develop a 1:1 mentoring relationship with identified students.
- To draw up agreed action plans with students outlining the aims of the mentoring.
- Working alongside teachers and support staff to promote the effective use of behaviour management strategies.
- Working alongside parents and professionals in helping to support the work of the school in improving individual children's behaviour and ensuring that there are effective lines of communication operating between school and home.
- Working directly with individuals or groups to raise self-esteem and confidence of pupils with a view to improving their personal and social skills.
- Monitoring progress in improving behaviour and maintaining improvements once made.

- To act as a motivator, role model and advocate for young people.
- To liaise with the SENCo and outside agencies as appropriate.
- To set up meetings with relevant individuals where appropriate to share information/support families/individual students.
- To support with the liaison with parents regarding behaviour incidents and concerns.
- To offer support and assistance to the leadership team.
- To support with the supervision of students not in lessons

2. Administration

- To be responsible for all administrative tasks associated with the role.
- To keep records of student mentoring sessions and ensure records of meetings with students on the Child Protection lists are passed to the DSL immediately via the school's electronic system.

3. Communication

- To assist with the promotion of a positive image and meaningful communications within and outside the school community.
- To ensure efficient communications regarding student mentoring and welfare with relevant members of staff.
- To communicate regularly with the Assistant Head i/c of Safeguarding.
- To pass on all child welfare and safeguarding concerns to the Assistant Headteacher i/c Safeguarding. All individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To work within the boundaries of confidentiality.
- To carry out duties in compliance with the School's Equality and Diversity Policy.

4. General

- To promote the safeguarding and welfare of people you are responsible for or come into contact with.
- To ensure all tasks are carried out in compliance with Health & Safety Policy and Procedures.
- Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Data Protection Policies and procedures, Use of Social Media and the Staff Code of conduct.
- Undertake appropriate professional development including adhering to the principles of performance development.
- To establish professional and productive working relationships with all colleagues and stakeholders through team working and mutual support.
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- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings, parents' evenings and school events as appropriate. Some additional working hours outside of normal agreed hours may be required to support this.
- Any other duties commensurate with the grade to ensure the smooth running of the school.

Commitment to Diversity: As a member of the School Team to take individual and collective professional responsibility for championing the Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

- Parents / carers
- Medical, therapy and other multi-agency services

Key Internal Contacts:

- Teaching assistants
- Class teacher
- Leadership Team

Key Areas for Decision Making:

- When to share/report concerns regarding pupil's physical or emotional needs
- Use professional judgement to ensure the most appropriate support is developed for vulnerable children with complex needs
- Monitoring pupil progress and raise concerns regarding achievement against agreed targets

Other Considerations:

- Whilst there are some pupils with EHCP's in main stream schools, the environment in a special school or alternative provision is far more intense and continuously presents a variety of both mentally and physically challenging situations for staff at all levels

Person Specification

Post:
Essential
knowledge:

Teaching Assistant and Mentor

- A recognised Mentoring qualification / Working towards a recognised qualification
- Teaching Assistant standards or equivalent qualification or experience
- Training in relevant learning strategies e.g. literacy
- Full working knowledge of relevant policies/codes of practice/legislation
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching

Essential skills
and abilities:

- Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- Can use ICT effectively to support learning
- Ability to organise, lead and motivate a team
- Constantly improve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Be able to react constructively to challenging situations involving the care and management of individual children

Essential
experience:
Special
conditions:

- Experience working with children and/or young people of relevant age in a learning environment
- Enhanced DBS Check
- Above average exposure to pupils with traumatic, degenerative, terminal conditions, or who have difficult and demanding behavioural problems, will require the postholder to cope with above average levels of emotional stress
- Close contact with pupils will result in some exposure to bodily fluids
- May require Hepatitis B vaccination
- Particularly in schools that have pupils with behavioural difficulties, postholder can be at risk of physical injury and need to remain vigilant and observe risk assessment protocols