Job Description

Job Title:	Teaching Assistant – Level 4 (Supporting and Delivering Learning)	**School Name:**	Evelina Hospital School
Grade and Range:	Grade 6 – scp 9 - 19 (pro-rata FTE)	**Hours:**	35.5 hours per week
		Working Pattern:	Term Time only
Reports to:	Headteacher / Deputy Headteacher	**Supervises:**	Specialist area (see below)

Purpose and context:	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve: • planning, preparing and delivering learning activities for individuals/groups or whole classes in school classrooms or on hospital wards • monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development • Responsibility for the support and development of an agreed specialist area within the school.

Principle Accountabilities:

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Implement IEPs (or similar)
- Promote the inclusion and acceptance of all pupils within the classroom and on hospital wards
- Support pupils consistently whilst recognising and responding to their individual learning needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement and to liaise with pupil home school.

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Contribute to appropriate deployment or signpost the use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class and on hospital wards
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy
- Participate in training, including relevant learning strategies and other learning activities and performance management where required

WIDER RESPONSIBILITIES

- Organise and manage appropriate learning environments and resources in agreed areas or subject
- Liaise between parents and carers, clinical and non-clinical staff and school staff
- Undertake required duties and contribute to the school rota
- Support the recruitment/induction/appraisal/training/mentoring of new staff and contractors as required
- Comply with policies and procedures relating to child protection, safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person
- Comply and assist with the development of policies and procedures relating to area of responsibility as required
- Participate and engage in training and appraisal as required
- Undertake additional duties as reasonably requested by senior staff

General Statements	▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Undergo and meet school conditions for a satisfactory enhanced DBS check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Being aware of responsibilities under the General Data Protection act for the security, accuracy and relevance of information held and maintained ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.

Person Specification

Job Title:	Teaching Assistant – Level 4 Hay Grade 6 – scp 9-19		School Name:	Evelina Hospital School

		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	▪ Meet Higher Level Teaching Assistant standards or equivalent qualification or experience ▪ Training in relevant learning strategies e.g. literacy ▪ Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language/Makaton, Computing ▪ Can use IT effectively to support learning ▪ Full working knowledge of relevant polices/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	E E E E E E E E	Application/ Task
Experience:	▪ Experience of working with children and in a similar role ▪ Experience of contributing to the planning and preparation of teaching resources ▪ Experience of evaluating and analysing pupil progress ▪ Experience in contributing to a wide range of teaching and learning activities	E E E E	Application
Education and Training:	▪ At least 5 GCSE's at grade C or Grade 6 or above including English and Maths or equivalent, as well as relevant experience in an agreed specialism/area. ▪ Have sufficient understanding of specialist area to support pupil's learning ▪ Have good communications, interpersonal, organizational and ICT skills ▪ Constantly improve own practice/knowledge through self-evaluation and learning from others ▪ Work constructively as part of a team, understanding roles and responsibilities and your own position within these	E E E E E	Application
Special conditions/Other:	▪ To be reliable and conscientious ▪ Have a desire and ability to learn new skills	E E	

	▪ A flexible approach to work. ▪ The post holder may be required to work outside of normal school hours on occasion, with due notice. ▪ Ability to form and monitor appropriate relationship and personal boundaries with children and young people. ▪ Emotional resilience in working in a hospital school environment and, with challenging behaviours. ▪ To undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2026 and a commitment to ensuring the health, safety and wellbeing of all children.	E E E E E	