

Heathfield Community School

Job Description:



Job title: Specialist Teaching Assistant

Salary: Grade 14

Hours: Part-time

Contract type: Permanent Term time plus 5 days

Reporting to: Head of Cedar Centre

Main purpose

- To assist the Head of Cedar Centre and other team members in the development and implementation of programmes of work for students in both the Cedar Centre and classrooms.
- To provide a stable, caring and supportive learning environment, which enables students to achieve their full learning potential and facilitates their social and moral development.
- There will be a requirement to work with students, either individually or in groups, who have complex additional educational needs and may include students presenting moderate to intensive challenges. This could mean working with students with substantial disabilities, or behavioural problems.

While the level of student needs will vary from time to time, the postholder will be working with students who find it difficult to access basic student entitlement. They may present more frequent challenges and where their attention span presents greater issues there will be a need for high levels of patience to attain students' individual targets.

The postholder will require excellent organisational abilities, a working knowledge of ICT and will have to deal with a wide range of demands in the course of a day. Tact, diplomacy and the ability to remain calm are required

Duties and responsibilities

- Under the guidance and direction of the Head of Cedar Centre:-
- The cedar centre is a purpose designed facility to support autistic students. Currently 30 students attend this provision. You will be part of a small, dedicated team which help students develop the strategies for independent learning.
- Encourage students to work co-operatively with each other within an established discipline policy, anticipate and manage student behaviour and promote self-control, self-regulation and independence. Provide feedback for students in relation to progress and achievements.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies. Record progress and achievement in lessons and activities.
- Provide feedback, advice and guidance on student progress and achievement to parents.
- Implement and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection. Report concerns to the appropriate person.
- Develop, maintain and apply knowledge and understanding of students' general and specific learning needs to ensure that support is given to them at an appropriate level and outstanding progress made.
- The postholder will have day-to day responsibility for named students where they will:-
 - Meet with the student(s) regularly.

- Follow up any concerns and liaise with staff when necessary.
 - Liaise with parents and outside agencies as required.
 - Attend meetings for individual students where directed.
 - Maintain detailed notes to help monitor student progress/ attainment.
 - Review and update relevant paperwork.
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- Focusing support in areas needing improvement, both academic and social.
 - Working with and supporting students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
 - Motivating and encouraging students to concentrate on and fulfil the tasks set.
 - Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum.
 - Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and guiding students to become independent learners.
 - Reviewing individual student targets.
 - Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
 - Assist in the development, monitoring and evaluation of programmes of work.
 - Photocopy and use ICT systems for administration and educational purposes.
 - Contribute to monitoring of systems for review and recording of students' progress.
 - Assist in the preparation for educational visits and where appropriate accompany students.
 - Attend and contribute to meetings and in-service training events, within contracted hours or outside normal hours by agreement.
 - To provide care and supervision of students within the classroom, within the school and outside of the school.
 - When required, supervise students using playgrounds, cloakrooms, showers and toilet facilities
 - Assist in the supervision of GCSEs, yearly examinations and tests/ assessments as directed
 - Act as reader and/ or amanuensis as required.
 - Develop an understanding of and provide for students' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating and mobility.
 - To undertake the role of mentor as and when required.
 - To work with student groups, using a range of strategies to gain acceptance and inclusion of students with additional educational needs.
 - Monitor and support students engaged on work experience programmes if necessary.

Other areas of responsibility

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role and this Job Description and does not define in detail all duties/responsibilities of the post. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The Job Description will be reviewed on a regular basis and may be subject to modification or amendment after consultation and agreement with the postholder. Additional detailed guidance can be found in the Heathfield Community School Practice document which is issued to all members of the teaching staff.

Problem Solving and Creativity

- On a daily basis, within prescribed school guidelines, develop a range of strategies in conjunction with the Head of Cedar Centre to engage individuals and groups of students, often with differing requirements, in the experience of learning and in their personal, social, health and moral education.
- Use a variety of interpersonal techniques to establish supportive relationships with students, colleagues, parents, carers and outside agencies
- The postholder will need to be flexible and creative in their daily work practices.
- Creativity is not an on-going requirement of the job. The resolution of problems will usually involve applying predefined responses to problems/situations encountered and are largely regulated by laid down procedures.

Decision Making

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the students in relation to their educational activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to the Head of Cedar Centre
- On occasions there will be a need to make immediate decisions, without initial referral to the Head of Cedar Centre, in relation to immediate care, control and safety of students with additional educational or personal needs.

Physical Effort and Working Conditions:

A normal school environment, although the postholder may be involved in external school activities. Some of the working day is spent standing, with periods of crouching/ bending to engage students in activities.

Occasional physical risks associated with intervention in incidents of challenging behaviour, including aggression, which are encountered with students who have psychological needs and/ or physical disabilities.

Contacts and Relationships

Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas

Contact with Health Service professionals to provide daily support for the students with known medical conditions.

Contact with parents/ carers and outside agency staff to provide support for students, such as feedback on students' progress. Such communications can be of a delicate nature depending on a student's particular needs.

- Cover Manager
- Teaching team
- Pupils
- Parents
- Staff

Person specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ GCSE's grades 4 and above in English and Maths as a minimum standard 	
Experience	<ul style="list-style-type: none"> ➤ Ability to work constructively as part of a team. ➤ Experience with working with young people and supporting them with their learning. 	<ul style="list-style-type: none"> ➤ Working with children or young people ➤ Working within Education ➤ While the level of student needs will vary from time to time, the postholder will be working with students who find it difficult to access basic student entitlement. They may present more frequent challenges and where their attention span presents greater issues there will be a need for high levels of patience to attain students' individual targets.
Skills and knowledge	<ul style="list-style-type: none"> ➤ Ability to build and form good relationships with students, staff and external agencies. ➤ Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. ➤ Knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation, for example, safeguarding. ➤ Maintain and respect confidentiality. ➤ Good oral and written communications skills with attention to detail ➤ Ability to respond quickly and effectively to issues that arise ➤ Ability to build effective working relationships with colleagues ➤ Understanding of data protection and confidentiality ➤ The postholder will require excellent organisational abilities ➤ Tact, diplomacy and the ability to remain calm are required ➤ Significant empathy with students who have additional educational needs. Where appropriate, to be prepared to undertake special skills training. ➤ A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers. 	<ul style="list-style-type: none"> ➤ Understanding of safeguarding ➤ A background knowledge of the National Curriculum and a school's procedures and policies would be desirable
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, 	

	<p>honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <ul style="list-style-type: none"> ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Punctual ➤ Qualities required are to be a good team worker, showing discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate and to have good oral and written communication. 	
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