



**Graduate Teaching Assistant with
Personal Care**
Candidate Information Pack
2023/2024

Learning Today: Leading tomorrow

About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Ms Naseema Akbar

Headteacher



Job Description: Graduate Teaching Assistant with Personal Care

Purpose: To support students with significant special educational needs and disabilities (SEND) and/or English as an Additional Language (EAL) within the curriculum and pastoral provision and promote their wider inclusion in the life of the school.

Responsible to: Head of Inclusion

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children; Please see our Child Protection Policy.
3. To support different groups of students at KS3, 4 & 5 in their learning across the curriculum;
4. To prepare differentiated resources for particular individuals or groups of students;
5. To support the teaching & network support team to develop new and innovative ways to support students in their learning across a number of subjects;
6. To discuss with subject teachers any specific requirements for a lesson e.g. special test arrangements, practical sessions, specific needs of a particular section of a course;
7. To track the progress of students who are specifically targeted for support;
8. To provide regular feedback about students on the SEND or EAL registers to the Head of Inclusion and Innovation or relevant teacher;
9. To provide brief reports for SEND or EAL review meetings;
10. To share effective strategies for supporting SEND and EAL students with the department and with other teachers in the school;
11. To contribute to risk assessments and risk assessment reviews on SEND and/or EAL students as appropriate;
12. To hear students read and support with literacy work three mornings a week;
13. To liaise with members of the team to contribute to planning for SEND and EAL students;
14. To work closely with the Head of Inclusion and Innovation and the EAL Coordinator;
15. To check daily for teacher absence, lesson cover and room changes which may affect students on the SEND or EAL registers;
16. Attend Inclusion and Innovation as well as departmental meetings;
17. To attend Parent's Evening.

Personal Care

To work with the relevant department post holder to organise and oversee arrangements relating to physiotherapy, occupational therapy and personal care including:

1. To support with personal care of students;
2. To support and advise TAs who support students with physical disabilities in lessons;
3. Timetabling students' mobility programmes on a half termly basis;
4. Liaising with parents and outside agencies such as PT/OT/SALT;
5. Keeping equipment in good order including ensuring electric chair/hoists are charged and maintained; liaising with wheelchair services and outside agencies;
6. Arranging appointments with the visiting health professionals;
7. Assisting with the gathering of information on relevant medical conditions;
8. Carrying out risk assessments in these areas;
9. Assisting in the primary to high school transition programme including the attendance of Annual Reviews and primary school visits;
10. Liaising with the PE, Art and DT departments on arrangements for PE lessons, sports days and subject specific lesson requirements;
11. Co-ordinating suggestions for changes to student programmes in these areas;

12. Informing Student Services of students' physiotherapy times or any changes that may affect their timetables and/or attendance;
13. Liaising with departments/others when they organise extra-curricular activities for students with physical disabilities, including school trips and residential;
14. To train TAs to use relevant equipment and carry out physiotherapy and OT programmes under guidance from outside professionals;
15. To meet regularly with TAs who carry out physiotherapy and OT programmes to liaise and update;
16. Implementing IT recommendations from the OT/Physio regarding laptop/software access in lessons and touch-typing courses and monitor the effective use of this technology in lessons;
17. Be key worker for all students with physical disabilities meeting them once a fortnight;
18. Maintain records of external agency visits and cascade this information to all relevant staff;
19. Feedback in annual reviews students' progress and areas for improvement;
20. Co-ordinate, when appropriate, the use of AVIs.

OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
Have successful experience in working with a range of students with Special Educational Needs/EAL	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
The ability to follow instructions in order for students to meet the tasks required	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview

The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Have good word processing skills and the ability to use Word and Excel	✓		Application, references and interview
Have knowledge of risk assessment procedures and/or be willing to be trained in this area	✓		Application, references and interview
Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview