

## JOB DESCRIPTION

Employment Details	
Job Title	Specialist Teaching Assistant
Reports to	Principal
Salary Band	WHFNJC L

### Safeguarding Commitment:

*The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.*

Purpose of the Role
<ul style="list-style-type: none"> <li>To provide support to pupils with a health care plan, ensuring their medical needs are met as required.</li> <li>To assist in the support and inclusion of students with special educational needs within a mainstream school</li> </ul>

Responsibilities
<ul style="list-style-type: none"> <li>Provide care and support for pupils</li> <li>Be responsible for the Health Care Plans ensuring their medical needs are addressed as required</li> <li>Liaising with external medical personnel as needed and recording appropriate notes within their medical files</li> <li>Be part of a first aid rota/team</li> <li>Oversight and manning of the Medical Room</li> <li>Apply First Aid and administer controlled drugs/medicines where authorised to do so</li> <li>To oversee and run the school medical room. This will include opening the medical room for key parts of the day 0800-0830, 1030-1050 and 1200-1340</li> <li>Responsible for individuals with medical needs</li> </ul> <p><b>Supporting pupils learning, either in groups or through 1:1 work.</b></p> <ul style="list-style-type: none"> <li>The exact tasks will depend on the learning support needs of the pupil/s but may include:</li> <li>supporting the development of skills in literacy, numeracy, communication and social and behavioural needs</li> <li>differentiating work for individual pupils to suit their ability</li> <li>using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers</li> <li>clarifying and explaining instructions</li> <li>ensuring pupils are able to use equipment and materials provided</li> <li>motivating and supporting pupils</li> <li>helping pupils to concentrate on and finish work set</li> <li>meeting physical needs as required while promoting independence</li> <li>liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans</li> <li>developing appropriate resources to support pupils</li> <li>Support in exams, as reader, scribe, prompt, practical assistant, for students identified as requiring exam access arrangements</li> <li>across all subjects of the enhanced curriculum</li> </ul>

**Supporting pupils self-esteem, inclusion and behavioural development, e.g.**

- encouraging an acceptance and inclusion of the pupil with special needs
- developing methods of promoting/reinforcing the pupil's self-esteem and independence
- providing individual supervision in and out of the classroom for pupils with behavioural problems
- establishing a supportive relationship with pupils
- reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- supervising pupils on outings, school activities

**Provide physical/personal care to pupils where required, e.g.**

- helping with dressing/toileting
- undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

**Supporting the Teacher/s, e.g.**

- Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children who need learning support
- Contribute to the development of Individual Education Plans and reviews of pupil progress
- In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
- Providing regular feedback about pupils to the Teacher/s

**Supporting the curriculum**

- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

**Supporting the school, e.g.**

- where appropriate, fostering and develop links between a pupil's home and school
- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- administering minor First Aid under the guidance of a qualified person

**Additional Duties and Responsibilities**

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

#### Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

#### General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

#### Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.*

<b>Developed by:</b>		<b>Issue Date:</b>	
<b>Post Holder signature:</b>		<b>Signature Date:</b>	

## PERSON SPECIFICATION

### Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> <li>• GCSE Grade C in Maths and English</li> <li>• First Aid qualification recognised by the HSE</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ or equivalent qualification in a medical/health related subject</li> <li>• Relevant qualification with regard to working with students</li> </ul>

### Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Previous experience in a school environment</li> <li>• Committed to the safeguarding of students and young people</li> <li>• To work with students and have experience and sympathy for their medical needs</li> <li>• Good organisational skills</li> <li>• Able to maintain confidentiality</li> <li>• Good interpersonal skills, able to communicate with people at all levels</li> <li>• Able to deal with a number of different situations in quick succession</li> <li>• Extensive contact with pupils involving mentoring and motivating Information is exchanged with teachers, parents, carers, external agencies</li> <li>• Long periods of sitting or standing. Participating in PE lessons</li> <li>• Working very closely for periods, including managing reactions to behaviour with individuals</li> <li>• To be fully engaged in the school and work within the school policies, procedures and approved methods but sometimes has to interpret these to deal with a problem</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS system</li> <li>• An administration background which can be applied to the needs of the role</li> <li>• Competent use of ICT</li> </ul>

### Specialist Knowledge

Essential	Desirable

### Personal Traits

#### The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.

- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.