

# Beacon Hill Academy (P16 and Main Site)



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| <b><u>JOB TITLE</u></b>     | Teaching Assistant  |
| <b><u>GRADE</u></b>         | Level 2   |
| <b><u>REPORTS TO</u></b>    | HLTA/Teacher  |
| <b><u>SUPERVISES</u></b>    | None  |
| <b><u>RELATIONSHIPS</u></b> | Class Teacher, Principal, School Staff, Pupils and Parents, school Governors, LEA Personnel, Visitors and Multi-disciplinary Agencies |

## **JOB PURPOSE**

To enable pupils access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils with a range of complex needs.

## **PRINCIPAL ACCOUNTABILITIES**

To support pupils by: -

- Ensuring pupil safety and wellbeing at all times
- Using a range of total communication strategies including signalong to facilitate learning and meet pupils sensory needs. Undertaking training to support this.
- Building and maintaining good relationships with pupils, being aware of and responding appropriately to individual needs
- Assisting pupils to develop their independence at all times
- Facilitating the use of specialist ICT and assisted technology to support learning and communication
- Supervising and purposefully engage pupils at playtimes and lunch clubs

- Promoting positive behaviour including following individual programmes, line with the schools Positive Behaviour Support Policy, and keeping records of this.
- Supporting pupils who are sick, ill, or distressed
- Administering and recording agreed medication after proper instruction from the School Nurse
- Assisting pupils with specialist equipment, ensuring it is well maintained and ready for use, following agreed procedures
- Carrying out Manual Handling procedures including the use of hoists after appropriate training
- Assisting pupils with all areas of their personal care needs ensuring dignity at all times and following care plans correctly after appropriate training
- Assisting pupils with feeding programmes, including tube feeding after proper instruction from the School Nurse. Completing records associated with this.
- Supporting pupils with their hydrotherapy and swimming programmes, which may include being in the water
- Responding to physical and emotional needs of pupils appropriately making reports in line with school policy

**To support the class teacher/HLTA by: -**

- Preparing and maintaining the classroom to enable learning:
- Assisting with the planning of learning activities by identifying and preparing resources and equipment required to support learning outcomes
- Assisting pupil achievement by monitoring learning against learning outcomes, recording and informing the teacher of progress
- Carrying out learning activities, including Learning Adventure targets, with small groups or individual pupils under the direction of teaching staff or HLTAs
- Carrying out individual therapy programmes, after instruction by the appropriate therapist

### **To support the curriculum by; -**

- Assisting with special activities in the school within school hours (e.g. sports days, plays, concerts, open days, college links and transition visits)
- Accompanying pupils on school visits, projects
- Implementing learning including therapy programmes in a holistic way throughout the school day
- Valuing ongoing routines including lunchtimes and personal care as part of the pupils curriculum.
- Taking small groups of pupils or individual pupils off site to take part in activities as directed by the class teacher or HLTA, e.g travel training or using community facilities. This to be in line with risk assessments and off site procedures
- Supporting individual or small groups of pupils with work experience
- Taking responsibility for their own personal development and undertaking training as requested including all mandatory areas. This will include participation in annual appraisal

### **To support the Academy by:-**

- Being able to work across all areas/departments of the school as requested
- Monitoring any problems and difficulties reporting these to teaching staff
- Reporting issues in line with the schools policies and procedures and always follow the Adult Code of Conduct
- Working to the Academys policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Being fully aware of and understanding their duties and responsibilities in relation to Child protection and safeguarding
- Work towards overall school goals
- Attend staff and group meetings and training sessions as required
- To carry out any other reasonable requested, relevant to the post, made by the Principal

## TEACHING ASSISTANT LEVEL 2

### Person Specification

#### **Experience of:**

- Working with children and young people (either paid or unpaid) - essential
- Experience of caring for sick children in a school environment - desirable
- Assisting pupils in learning or out of hours activities - desirable
- Experience as a Teaching Assistant and using Individual education and behaviour plans - desirable

#### **Qualifications**

- No formal qualifications are required
- Teaching Assistant Induction will be given on appointment
- There may be opportunities to work towards NVQ level 2/3 Teaching Assistant or Literacy and Numeracy or equivalent
- Appropriate care needs training including Tube feeding will be given to all on appointment

#### **Knowledge, skills, abilities and aptitude**

- Ability to speak and write clearly and use functional literacy and numeracy to support students
- Ability to relate well to children and adults
- Commitment to work constructively as part of a team, understanding classroom roles and responsibilities and their own position within these
- Ability to think and solve problems
- Basic ICT skills and willingness to learn to use specialist equipment.
- Appropriate knowledge of first aid, health and safety
- Fitness for the physical, emotional, social and intellectual demands of the job.
- Willingness to meet all personal care needs for pupils with complex needs

## **DESIRABLE**

Willingness to train as a Minibus driver - recognition would be given in terms of an additional allowance for this role.

Willingness to train as a nominated First Aider - recognition would be given in terms of an additional allowance for this role.

### **Health and Safety**

To observe the requirements of and implement the Academy's Health and Safety Policy.

To undertake their responsibilities in compliance with The Health and safety at Work Act 1974.

To understand their (the post holder's) responsibility for H&S issues in their place of work.

### **Data Protection**

The post holder will: -

- comply with the Academy's policies about the protection of data and GDPR
- comply with legal requirements placed on the Academy by the Data Protection Act and GDPR
- not use data or information about pupils or Academy staff on internet or public network sites
- not act in a manner that would bring the Academy or Governing Body into disrepute

## **Conditions of Service**

This point is governed by the National Agreement on Pay and Conditions of Service for Local Government Employees, supplemented by local conditions as appropriate. The post -holder may be required to work outside of normal School hours on occasion, with due notice.

Candidates and employees are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates/Post-holders are required to give full details (including date and nature of offence/conviction/band-over caution or otherwise) usually on the application form and are expected to disclose such information at the appointment interview

**This post allows substantial access to children, as such the procedures in relation to police checks.**