

Job Description



Hazel Oak School



Solihull
METROPOLITAN
BOROUGH COUNCIL

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teaching Assistant – Level 3	Post No	
School	Hazel Oak School		
Salary Band/Range	Band C point 8-15 £24,702 - £27,334 (£18,518– £20,491 pro-rata)		
Responsible to	Head Teacher		
Location	Hazel Oak School		
DBS Check	Yes		
Full Time	32.5 per week hours term time only (39 weeks)		

1. Job Purpose
To support the class teacher and key stage team in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential. Working across school from key stages 1 to 4.

2. Key Responsibilities

2.1	Main Duties
	<p>Under the direction and supervision of a qualified teacher</p> <ul style="list-style-type: none"> • Assist pupils with integration into the normal routine of the learning environments. • Plan, prepare, evaluate and modify lessons and work plans • Assist in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists. • Mark, monitor and evaluate pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. • Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. • Preparation of working walls to support learning, and displays of work for, and from children creating a stimulating learning environment. • Maintaining evidence of progress over time in pupil workbooks and folders. • Attend staff meetings, parental consultations and other school events as required. • Contribute to the overall values, ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. • Take a restorative and solution focused approach to challenges with pupils and colleagues. • Liaise with parents/carers as agreed with the teacher and participate in feedback

	<p>sessions/meetings with parents.</p> <ul style="list-style-type: none"> • Assist children with personal hygiene routines. • Deal with minor accidents and administer first aid. • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities, create learning resources. • Take class register and collect monies. • Become familiar with daily ICT systems including SIMS, iPads, Zoom, Seesaw, One Drive, Communicate in Print and Email • Supervise children during playtimes, lunch sittings, on visits, trips and out of school activities as required. • To be ready to work in all areas of the school with all ages of primary and secondary pupils. • To monitor your own and others health and wellbeing. Taking a positive outlook to support pupil motivation and self-esteem and that of your colleagues. • To work with a growth mindset and value change as a development opportunity, having a can-do attitude. • Be optimistic in the face of challenge. • To practice appropriate behaviour support through the use of Team Teach positive handling and use of restorative practices to seek resolutions to problems constructively.
2.2	People
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.
2.5	Buildings & Equipment
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use. Responsibility for promoting ecologically sound use of resources, highlight recycling and ethical choices for all.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility

		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. This includes all pupils, parents and staff. You must uphold all British Values and support individuality and diversity regardless of race, gender, sexual orientation and support pupils to be proud to be who we are.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
		Compiled/Reviewed by: Andy Simms Date: September 2023

Person Specification



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Post Title	Teaching Assistant Special Schools	Post No	
Division	Hazel Oak School		
Salary Band/Range	Band C point 8-15 £24,702 - £27,334 (£18,518– £20,491 pro-rata) <i>Fixed Term Contract (subject to pupil funding)</i>		
Responsible to:	Head Teacher		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Relevant NVQ Level 3 qualification such as NNEB in education/child development, or other relevant/equivalent qualification GCSE or equivalent grade C or above in English and maths		Application

Skills & Abilities	Ability to use IT effectively to support pupil learning	Knowledge of communication support tools	Application
	Ability to work flexibly between different age groups and key stages		Application & Interview
	Ability to assess individual pupils' learning and support their next steps in development.		Application & interview
	Effective interpersonal and communication skills	Makaton experience	Application & interview
	Ability to independently take small groups under the direction of the teacher		Application & interview
	Ability to work effectively under pressure		Application & interview
	Skilled in positive behaviour management and solution focused thinking		Application & interview
	Ability to work independently and as part of a team		Application & interview
	Understanding of principles of child development and the learning process		Application & interview

	Active commitment to whole school improvement		Application
	A 'can do' attitude and growth mind-set, ability to see development opportunities in change.		Interview
	Knowledge and skills in working with autism, identifying traits and related strategies of support.		Application, interview & task
Experience & Knowledge	Knowledge and application of relevant policies, codes of practice and awareness of relevant legislation	Experience in special schools and primary schools.	Application & interview
	Experience of working with children with learning difficulties across Key Stages	Knowledge of autism and how it impacts on the individual child Experience of working with parents and external agencies	Application & interview
	A practical knowledge of safeguarding children and young people.	Knowledge of mental health challenges and support strategies for young people	Application, interview & task
Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility, integrity and is reflective.		Interview
	Autonomous: work independently with initiative but also as a key, interactive member of a team.		Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		Interview
	Self Awareness: learns continuously and effectively adapts behaviour in response to feedback.		Interview
	Service Delivery: understands customer needs and responds appropriately.		Interview
Other Requirements	Commitment to safeguarding and child protection.	Child protection and safeguarding training and experience.	Interview & Task
	Ability to respond to change and challenges with positivity.		Interview
Compiled/Reviewed by	A Simms		
Date	November 2023		