

Hadley Wood School

JOB DESCRIPTION

JOB TITLE: Pupil Support Assistant

SCALE: 1

HOURS: 32 ½ hours per week, 39 weeks per annum

Responsible to: Assistant Head for Inclusion

Overall Responsibility: Headteacher

Main Activities and Responsibilities:

- To work with a child whose anxiety about school sometimes makes his behaviour unreliable
- To help the pupil access the curriculum in small, manageable chunks
- To work with the class teacher preparing work for the child
- To report to the class teacher on the child's response to work
- To communicate with parents

Key Accountabilities:

- To deliver the targets identified in the child's EHCP
- To liaise with outside agencies
- To report to the Inclusion lead to enable the EHCP to be updated and kept relevant
- To undertake appropriate training identified by the school

Achievement and Standards:

- Assist the teacher in the education of the pupils
- Liaise and plan with the teacher to support pupils' learning
- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Contribute to the assessment of pupils' progress and the maintenance of appropriate records
- To engage in ongoing professional discussions with the class teacher regarding the most effective strategies and resources for enhancing learning
- Ensure resources are prepared as directed by the class teacher

Pupil Wellbeing and Personal Development

- Assist with maintaining good behaviour of pupils throughout the school at all times
- Provide additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme and assist in maintaining records
- Promoting and supporting the inclusion of all pupils
- Support induction and transition processes of pupils and parents into school systems and routines
- Build and maintain close and secure relationships with pupils, ensuring the care, health and welfare of pupils at all times
- Provide First Aid treatment as necessary and provide assistance and support for pupils' pastoral needs
- Establish and maintain appropriate working relationships with parents, support staff and other adults involved in the education of the pupils
- Report any concerns regarding child protection or pupil's welfare to the designated teachers

The Quality of Provision

- Have sufficient understanding of a specialist area to support pupils' learning and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved
- Assist in the provision of a full range of stimulating activities for the pupils to encourage their physical, intellectual, emotional and social development
- Know the key factors that can affect the way pupils learn
- To provide a good model of spoken and written language
- To assess targeted individual pupils/groups and mark work in line with school policy and under the direction of the class teacher
- Assess pupil's learning and write up findings
- Assist teaching staff and/or other specialist staff in devising and implementing individual learning programmes for particular pupils
- Any other duties within the scope of this function as directed by Assistant Headteacher, Deputy Headteacher or Headteacher.

Leadership and Management

- Attend relevant meetings and contribute to the development of curricular programmes, policies and procedures
- Liaise with other professional staff as necessary
- Attend staff training sessions as requested

The Efficiency and Effectiveness of the school

- Ensure good communications
- Support and assist across the school as needed
- Be willing to undertake such training as will benefit the school
- Accompany classes and small groups on educational visits

Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school values
- Respond promptly to concerns from parents, staff or students
- Promote the school in the community
- Work in partnership with all colleagues including the Governing Body
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

PERSON SPECIFICATION

JOB TITLE: TEACHING ASSISTANT

Essential

Educated at GCSE Standard or equivalent including Maths & English Application

Experience of supporting children.

An interest and commitment to work-related training

Ability to communicate effectively, both verbally and in writing.

Good interpersonal skills.

Ability to cope with and adapt to change

Ability to work with other team members and to contribute imaginatively to team development.

Ability to work co-operatively and flexibly within a team.

An understanding of the importance of confidentiality.

Ability to act and work on own initiative.

Desirable

Education based childcare qualification

Experience of working in an educational environment.

Experience of working with children with SEN

How Tested

Application

Application / Interview

Application / Interview

Application / Interview / Test

Application / Interview

Application / interview

Application / Interview

Application / Interview

Application / Interview

Application / Interview

How Tested

Application

Application/ Interview

Application/Interview