



Park Lodge School

## Job Description

<b>Job Role:</b>	<b>Teaching Assistant</b>
<b>Responsible to:</b>	<b>The Head Teacher</b>
<b>Salary:</b>	<b>Teaching Assistant Scale</b>

### **Purpose of the job:**

To work under the direct instruction of the Headteacher and Deputy Headteacher, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of young people's emotional needs and behavior within the classroom, including preparation, and routine maintenance of resources/equipment.

To work with individual students – or smaller groups of students – who need assistance to absorb the lesson material. You'll work with the lead Teacher to build plans for class, and you'll also help them with record-keeping.

### **Main Duties and Responsibilities:**

#### **Support for Young People (Patients)**

- Attend to the young people's personal special educational needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support young people ensuring their safety and access to learning.
- Establish good relationships with young people, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all young people.
- Encourage young people to interact with others and engage in activities led by the teacher.
- Encourage young people to act independently as appropriate.

## **Support for the Teachers**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of young people's work
- Be aware of young people problems/ progress/ achievements and report to the teacher as agreed
- Undertake young people's record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/ report information from/ to parents/ carers as directed
- Provide clerical/ admin support e.g., photocopying, typing, filing, collecting money etc.

## **Support for the Curriculum**

- Support pupils to understand instructions
- Supervise group activities, events, school outings and Support pupils in respect of local and national learning strategies e.g., literacy, numeracy and accrediting young people with ASDAN and other qualifications, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/ resources as directed by the teacher and assist pupils in their use
- Provide support outside of the classroom, such as supporting Section 17 leave.

## **Support for the Hospital**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and Hospital
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school, break times and lunch times
- Accompany teaching staff and pupils on visits, trips and out of school activities

## **Corporate**

- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunity Policy.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
- As a term of employment to carry out any other reasonable duties and/or times of work as may be reasonably required of you in accordance with the grade and general level of responsibility within the organisation.

## **Accountability:**

- Teachers are responsible to the Headteacher and, in his absence or on his behalf, the Deputy Head Teacher.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

## **Equal Opportunities**

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

## **Safeguarding**

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

## **Health and Safety**

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

## **Data Protection**

- When working with computerised systems to always be completely aware of responsibilities under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

# Personal Specification

## Qualifications and Training:

- GCSEs (or equivalent) in English and Maths (Grade A-C / 4-9)
- Level 2 or Level 3 Teaching Assistant qualification (or have experience working in this field)
- Safeguarding training
- SEN training or have experience working in this field (e.g. Autism, ADHD, Speech & Language support)

## Experience:

- Experience supporting children or young people in an educational setting
- Experience working with vulnerable young people
- Understanding of Special Educational Needs (SEN)
- Experience supporting students with emotional, social, or mental health needs
- Ability to support differentiated learning under teacher direction
- Experience liaising with multidisciplinary teams (e.g., nurses, therapists, CAMHS professionals)

## Skills and Knowledge:

- Ability to adapt teaching strategies to meet individual student needs.
- Understanding of pastoral care principles and how to support students with complex emotional needs.
- Knowledge of trauma-informed practice
- Excellent classroom management and behaviour support skills.
- Strong organisational skills, with the ability to track student progress and provide meaningful interventions.
- Awareness of the impact of mental health on learning and engagement
- Knowledge of safeguarding procedures and child protection
- Understanding of confidentiality and professional boundaries in a medical setting
- Awareness of the importance of sensitivity around body image, food, and self-esteem

## Personal Attributes:

- Ability to build trusting, professional relationships with vulnerable young people
- Strong interpersonal and communication skills, with the ability to build positive relationships with students, colleagues, and families.
- Resilience, flexibility, and the ability to remain calm under pressure.
- Commitment to safeguarding and promoting the welfare of children and young people.
- A proactive and supportive attitude, dedicated to both academic success and personal well-being.
- Ability to adapt learning materials to meet individual needs

This role is an excellent opportunity for a passionate Teaching Assistant who is also committed to pastoral care, ensuring students feel supported both academically and emotionally.