19 April 2021

Dear Applicant,

Thank you for applying for the post of Teaching Assistant at Heaton School. The post is 31 hours per week, Fixed Term, (September 2021 – July 2022) term time only. There are opportunities to do other paid work in the school at after school and holiday clubs. Attached is a person specification and job description. Please note that only candidates who fulfil the essential requirements will be short listed. Ensure you refer to the components of the person specification in your application form. Please state any other skills or interests that might be of use in this type of school.

Teaching Assistants work within a supportive and highly enthusiastic multi-disciplinary team, and specific and ongoing training is provided. This post will be very rewarding for the right person. Behaviour Support Assistants at our school make a huge positive contribution to improving the lives of the students they work with. Heaton School is committed to providing an inclusive setting for all children and you will need to demonstrate that you are able to work positively within a multi disciplinary team.

Each candidate's fulfilment of the requirements will be tested and assessed during the selection process, and this process will also include an assessment of your suitability to work with children. You will need to apply for clearance from the Disclosure Barring Service for this post.

Your current or previous employers will be contacted as part of the verification process. If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The completed application form should be returned **to the Head Teacher at** [**headteacher@heaton.stockport.sch.uk**](mailto:headteacher@heaton.stockport.sch.uk)by email by Friday 7 May 2021.

Interviews will be held week commencing 24 May 2021. If you have not heard from us by Friday 28 May 2021, please presume you have not been short-listed.

Yours faithfully,



**Jonathan Curtis**

**Headteacher**

HEATON SCHOOL- PERSON SPECIFICATION.

Teaching Assistant

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| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Relevant experience | Experience working with special needs children/young people who have   * severe physical   disabilities   * complex medical needs * Challenging behaviour. | experience with any of the following   * SLD * PMLD * High physical needs * Complex medical needs * Autism * Training in care and control methods |
| **Skills** | Skills in   * supporting communication, physical and medical needs * behaviour management. * using a range of strategies with special needs pupils   Good interpersonal skills  Ability to work within a multi – disciplinary team  Be a positive role model able to offer advice, guidance and assistance where appropriate | Experience of working within a broad multi-disciplinary team including:   * education staff * medical staff * therapy staff   Skills in care and control strategies e.g. team teach  Can contribute towards record keeping and individual education planning. |
| **Special Knowledge** | Knowledge of the needs of children who are developmentally young.  Knowledge of the needs of young people who have complex medical needs.  The needs of adolescents  The causes of challenging behaviour | Knowledge of   * Severe physical disabilities e.g. CP * Complex medical needs e.g. syndromes and conditions * Communication programmes * Autism * Epilepsy * Specific approaches/ strategies/interventions |
| **Additional factors** | Strong mental strength to work in difficult circumstances  Excellent attendance record  A positive ( glass half full) outlook  Consistent and persistent  Empathy with pupils  Flexibility  Self motivated  Calmness  Sense of humour  Determination to safeguard children.  Commitment to a fully inclusive approach for all pupils within school  Commitment to supporting and maintaining an ASD-friendly environment. | Good organisation and time management  Be able to provide advice, assistance and support on a 1:1 basis to enable young people to address past and present difficulties  Act as an advocate at meetings where the young person is the subject of discussion  Experience helping young people with personal care |

Heaton School Teaching Assistant Job Description

**Responsible to;** **The Headteacher**. **You may be required to carry out any of the duties specified below in this post. A teaching assistant (behaviour support) will work mainly with learners who may demonstrate challenging behaviour.**

Individual Education Plans / EHCP Targets

* Assist in the planning and implementation of IEP’s for a wide range of pupils including those who have severe / profound learning disabilities, autism, challenging behaviour, multi sensory impairment.
* Develop and promote pupils’ independence, social and communication skills, and equal opportunities including support for individual pupils in the community.

## Support of teachers – curriculum delivery

* To assist and support teachers in the delivery of lessons, supporting students learning.
* To undertake responsibility for and actively inquire to ensure you are able to support students learning positively, understanding targets and strategies to achieve these.
* To assist teachers with the creation, preparation and maintenance of resources.
* Ensure each individual accesses and experiences the whole curriculum - adapting but never narrowing the curriculum offer.
* To ensure you are prepared for all activities, including to dress appropriately for an outside activity
* To assist teachers in developing and maintaining an excellent learning environment.
* To use specific expertise and training to enhance the delivery of parts of the curriculum within a class

Student progress

* Assist in the planning and implementation of IEP’s for a wide range of pupils including those who have severe / profound learning disabilities, autism, challenging behaviour, multi-sensory impairment.
* Develop and promote pupils’ independence, social and communication skills, and equal opportunities including support for individual pupils in the community.
* To assist the teacher in preparation of resources and strategies with regard to a specific area such as communication / physiotherapy
* To assist the multidisciplinary team working in school to plan and deliver interventions to support targets and strategies

*Behaviour Management*

* + Implement behaviour management programs within school and the community, including 1:1 supervision where necessary
  + Support individual pupils who have challenging behaviour to ensure their access to the curriculum
  + Implement agreed positive handing procedure to ensure safety of pupils, self and others
  + Supervise pupils at break and lunchtime, under the direction of the teacher, Headteacher or Deputy Headteacher

## Personal Care / Therapy needs

* To attend to the personal care needs of pupils including toileting, dressing, manual handling and positional changes, feeding, general hygiene and safety.
* To deliver the “universal “level of therapy interventions as part of the curriculum delivers for Speech & language, physiotherapy and Occupational Therapy
* To attend to the medical needs of pupils, including gastrostomy feeds, under the supervision of the school nurse and head teacher.
* To act as a key worker for individual students as required to deliver specific therapy support.
* To lead on the delivery of therapy support in liaison and via guidance from the therapists working in school.
* To supervise pupils at break and dinner times.
* To act as an advocate if required for individual pupils.
* To safeguard children and adhere to the school’s child protection policies.

## Inclusion

* To support pupils in inclusive activities, including those that occur in mainstream schools, work experience placements, and the community.

## Reporting and recording

* To contribute towards the recording of pupil’s progress, and towards reports, especially at Annual Review. To attend meetings regarding pupil progress.
* To record pastoral issues, safeguarding concerns, behavioural incidents, accidents and parental contact.
* To use the school assessment tool to record and assess activity as directed by the class teacher
* To record pastoral issues, safeguarding concerns, behavioural incidents, accidents and parental contact.
* To record and report any incidents / accidents or safeguarding concerns using the schools processes

## Groups

* To support small groups of pupils, and help them gain access to the curriculum, including sensory work and hydrotherapy

## Liaison / multi professional

* To liase and work with a multi-disciplinary team, including teachers, paramedical staff , visiting professionals, transport staff, and parents.

## Training

* To take part in training delivered by the school as is necessary to fulfil the requirements of the job.

## ICT

* To assist in the implementation of EPs , and the curriculum, using appropriate technology such as computers, switches, communication aids.

To use ICT as an administrative tool as appropriate.