



Job Description: Teaching Assistant – Level 2 - Health, Wellbeing and Attendance Support Worker

- 1. Title of Post:** Teaching Assistant – Level 2
Health, Wellbeing and Learning Support Worker
- TEMPORARY CONTRACT (Required to start as soon as possible on a fixed term contract until 16th July 2021)
- 2. Salary Grade:** NJC Band C, SCP 5-8
£19,312 - £20,493 pro rata per annum
- Hours of Work:** 33¼ Per Week, 39 Weeks per year

3. Relationships

- 3.1 The postholder is responsible to the Headteacher through the Assistant Headteacher (Inclusion).
- 3.2 The postholder works with the Inclusion and Wellbeing Teams or with individuals or small groups to support wellbeing and learning.
- 3.3 The postholder liaises with relevant agencies to ensure that the school can meet the needs of the students with healthcare needs.
- 3.4 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 3.5 The postholder liaises with parents, carers, and students as appropriate.

4. Purpose of the Job

- 4.1 To provide day to day first aid support.
- 4.2 To ensure the very best learning and well-being outcomes for all students in learning to lead their lives.

5. Responsibilities

- 5.1 To support the implementation and maintenance of the Welsh Government Supporting Students with Healthcare Needs policy.

- 5.2 To support in meeting the health and wellbeing needs of students, including emergency first aid and overseeing the administration of prescribed medicines as per Individual Healthcare Plans.
- 5.3 Liaison with parents and external professionals to support in the development and review of Individual Healthcare Plans.
- 5.4 To work with students in making sure they can access and participate in the learning programmes, supporting students in respect of local and national approaches to learning, such as literacy and numeracy.
- 5.5 Monitor students' responses to learning activities and evaluate progress and achievement.
- 5.6 Assist with keeping records of wellbeing and learning and contribute to reviews of practice and provision.
- 5.7 Promote positive values, attitudes and student behaviour in line with established policies and practices.
- 5.8 To continue to develop practice in line with national/local and school priorities.
- 5.9 To provide support to meet the personal care needs of individuals with disabilities in-line with the Equality Act 2010.
- 5.10 To uphold and comply with the statutory provisions of the Health and Safety Work Regulations 1999, The Monmouthshire Safeguarding and Child Protection Policy 2014 and any other relevant Council and School policies relating to Safeguarding and Health and Safety.
- 5.11 To follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.12 Be aware of and comply with policies and procedures relating to Behaviour Management, uniform, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.13 Uphold and promote the vision and ethos of the school.
- 5.14 Participate in training, learning activities and performance development as required.

6 Guidance

- 6.1 Works with colleagues to identify students requiring a healthcare plan or risk assessment linked to medical needs
- 6.2 Maintains record keeping around medical needs and application of first aid across the school.
- 6.3 Developing and reviewing Individual Healthcare Plans alongside students, parents and external professionals.
- 6.4 To work with the Inclusion and Wellbeing Teams in working across the entire curriculum to meet the needs of learners.
- 6.5 To use the learning data provided to support students' learning and enable them to make progress.
- 6.6 To assist with the monitoring of student achievement.

- 6.7 To provide information as part of the review of One Page Profiles and IDPs to support students' learning across the school.
- 6.8 To work within the policies and practices of the school in supporting students' learning.

7 Professional Development

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

8 Performance Management

Our Performance Management policy and practice supports us in achieving the school's aims and objectives in raising standards. The Policy states how performance is measured in relation to the school's aims and priorities. These include:

- Pupil Progress data
- Quality of teaching against Teaching Standards, the school's teaching and learning approaches and Estyn Guidance, including observed practice.
- Self-assessment
- Professional dialogue
- Received feedback
- Performance Management statements
- CPD records

- 9 The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

- 10 The job description does not define in detail all the duties/ responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

Person Specification: Teaching Assistant – Level 2 - Health, Wellbeing and Attendance Support Worker

Date: March 2021

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	Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications			
1.1	Level 2 Qualification in literacy and numeracy	E	Application Form
1.2	Teaching Assistant Qualification	D	Application Form
1.3	First Aid within the Workplace	D	Application Form
Experience			
2.1	Experience of working with students in an education setting	E	Application Form / Interview
2.2	Experience of providing first aid support	D	Application Form / Interview
2.3	Experience of contributing to plans and risk assessments to support individual needs	D	Application Form / Interview
Aptitudes and Skills			
3.1	Ability to demonstrate personal enthusiasm and commitment to the learning process	E	Application Form / Interview
3.2	Excellent interpersonal skills of working with children and adults in a learning environment	E	Application Form / Interview
3.3	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	Application Form / Interview
3.4	Have an ability to work within professional standards	E	Application Form / Interview

3.5	Have a knowledge of basic technology in supporting learning	E	Application Form / Interview
3.6	An ability to access, analyse and interpret information in support of interventions to improve standards	E	Application Form / Interview
3.7	To prioritise, plan and organise yourself	E	Application Form / Interview
3.8	To think flexibly and creatively to anticipate and solve problems	E	Application Form / Interview
3.9	To support in providing the very best experience for all students with healthcare and wellbeing needs	E	Application Form / Interview
Safeguarding			
4.1	Commitment to pupil well-being, safeguarding and child protection	E	Interview
4.2	Positive references	E	Post short-listing
4.3	Enhanced DBS	E	Post-interview