



# Abberley Hall

## SCHOOL

### **JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant (Complex Needs)

**RESPONSIBLE TO:** Head of Learning Support

#### **PURPOSE OF THE POST:**

The role of Teaching Assistant (Complex Needs) whilst a named pupil who requires specialist support is enrolled at Abberley Hall School. These needs include physical issues, mixed bilateral hearing loss, short sight, astigmatism, speech and language difficulties and a delay in learning needs.

Working hours will be 14 hours a week, mainly in the mornings during term time only. The role will last for as long as the named pupil requires specialist support and is enrolled at Abberley Hall School.

#### **KEY DUTIES:**

- To offer a named pupil support within the classroom as well as one-to-one support, to help her to access the curriculum and remain safe in school.
- To teach a named pupil 1:1 as directed by the class teacher or SENDCo.
- To help a named pupil to use strategies which enhance her concentration and listening skills, including keeping the environment calm, quiet and distraction-free.
- To teach a named pupil key behaviours for good listening and reinforce these to her regularly using specific praise and feedback. To reinforce this with visual cues and symbols, particularly in whole class teaching situations.
- To be vigilant for signs of distress from a named pupil and be ready to offer her emotional support.
- To ensure verbal instructions given to a named pupil are simplified and short, spoken and normally and clearly, i.e. not too fast and not too slow.
- To scribe for a named pupil when the written demands are too high for her.
- To target fine motor skills such as doing up buttons.
- To carry out Physiotherapy programmes as appropriate and as advised by Physiotherapy.
- To assist a named pupil to access PE lessons.
- To encourage a visual and tactile learning style.
- To ensure a good seating position for a named pupil. She should sit towards the front of the class so that she is within good listening range of the teacher and can see the teacher's face. a named pupil should not sit near to sources of noise (such as classroom heaters, computer servers, and open windows).
- To liaise with members of the school staff, with the ToD and with the named pupil's parents as appropriate.

- To develop good teamwork with the named pupil's teachers and other staff who are supporting pupils e.g. Learning Support staff.
- To fully accept the school's safeguarding ethos.
- To attend staff inset training days when required to do so.
- To assist in general classroom management and in the organisation of the room where necessary with a particular focus on ensuring that the environment is suitable for the named pupil.
- To supervise and support pupils while they undertake work set by the teacher and providing support in classroom learning e.g. use of computers and general class activities.
- To help with tasks where there are physical difficulties, whilst encouraging independence and ensuring safety.
- To help the named pupil to follow instructions and organise her work.
- To help the named pupil to build and maintain good relationships with pupils, supporting the classroom/school ethos and encouraging good standards of pupil behaviour.
- To contribute to the effective organisation and use of resources and to the quality of care offered.
- To provide support in the dining hall, during unstructured free time, sports and activities.
- To communicate with all members of teaching and support staff as required.
- To provide relevant information for teachers' records and reports on pupils' progress and contributing to termly reports.
- To support record keeping by completing checklists of tasks where appropriate.
- To escort a named pupil within and outside the premises e.g. between classrooms, on educational visits, swimming lessons, sports events.
- To keep up-to-date with current educational thinking and practice by personal reading, attendance at courses, workshops and meetings, taking part in appraisals and reviews of own work arranged by the Head teacher or Governors.
- To carry out reasonable requests that may from time to time be made by the Head, Deputy Head or other teachers.

### **SAFEGUARDING RESPONSIBILITIES:**

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Be familiar with Abberley Hall's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.

This post involves significant contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"><li>• A good standard of education</li><li>• An appropriate qualification for the role</li></ul>	<ul style="list-style-type: none"><li>• Paediatric First Aid</li></ul>
Experience, Knowledge and Understanding	<ul style="list-style-type: none"><li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li><li>• Working knowledge of relevant curriculum and other relevant learning programmes/strategies</li><li>• Understanding of principles of child development and learning processes</li><li>• Strong ICT knowledge and able to use ICT in the classroom</li></ul>	<ul style="list-style-type: none"><li>• Understanding of working in the independent sector and/or a boarding school environment</li></ul>
Role Related and Personal Skills, Attitude and Behaviours	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Excellent numeracy and literacy skills</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li></ul>	
General	<ul style="list-style-type: none"><li>• A flexible approach to hours and duties</li><li>• The desire to undertake further training as may be required in order to properly perform the duties in a changing and challenging environment</li></ul>	

## HOURS AND BENEFITS:

- 14 hours per week during 33 weeks of school term only.
- Contributory pension scheme with NOW Pensions
- Generous membership terms (family and personal) for Malvern College's Sports facility;
- Free on-site parking;
- Fee concessions for Abberley Hall School;
- Cycle to Work Scheme;
- A beautiful campus with buildings of special historical interest set in the rolling hills of Worcestershire;
- A strong, supportive staff community.

## **APPLICATIONS:**

Details of working at Abberley Hall and our Application form can be found on our website: <https://www.abberleyhall.co.uk/current-vacancies>.

Completed application forms should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR143DF or via email to [human.resources@abberleyhall.co.uk](mailto:human.resources@abberleyhall.co.uk) to arrive no later than noon on **Monday 13<sup>th</sup> December 2021**. Abberley Hall reserves the right to close this campaign early.

Interviews are currently scheduled to be held on **Friday 17<sup>th</sup> December 2021**.

## **GENERAL REQUIREMENTS:**

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the School to enable it to comply with its legal duties for Health and Safety.

Abberley Hall is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

***This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.***

***Abberley Hall School exists to provide a quality all round education for pupils aged 2 ½ – 13 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.***

***You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.***

**November 2021**