



## HEATHSIDE SCHOOL HAMPSTEAD

### **Teaching Support Assistant**

Exciting opportunity for an outstanding Teaching Support Assistant to play a pivotal role in the day to day running of one of the leading schools in the UK.

Heathside School has the highest ambitions for our pupils' intellectual and academic experience at all age levels. Our aspirations mean that we are not just looking for an outstanding Teaching Support Assistant to be a part of our team, but someone who has the enthusiasm, creativity, flexibility and energy to help the School in achieving its vision.

This post holder will be an integral part of a team that provides specialist learning support for the pupils. Under guidance of the SENCO and class teachers, the post holder will be expected to facilitate the inclusion of pupils with additional learning needs into the classroom. You will work with individual pupils and small groups within the lessons, by providing high quality, targeted support. You will develop and maintain effective and supportive relationships with a small case load of pupils in order to support their specific learning and emotional needs and, where appropriate, deliver some 1-1 or small group interventions to meet those needs. The post holder will also assist the class teachers in providing a stimulating educational environment in which all pupils can achieve their potential.

If you are an outstanding and experienced professional, who has high expectations of yourself and others, we would be delighted to hear from you.

For further details and to apply please download the Application Pack below.

## Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Summary of the role

**Job Title:** Teaching Support Assistant  
**Location:** Heathside School, Hampstead  
**Reporting Line:** SENCO  
**Hours:** Full Time (37.5 hours) - You will be expected to work between 8:00 - 4:30pm however these timings can be adjusted slightly with the permission of SLT and HR)  
**Salary:** School's own salary scale  
**Role Summary:** Providing support and facilitating the inclusion and progress of pupils (1:1 or in groups) across a wide range of activities.

### Main duties and responsibilities

#### Teaching and Learning

- Providing targeted support for individual pupils, both inside and outside the classroom, to enable them to fully participate in activities.
- Providing academic and social support for all pupils.
- Providing unobtrusive, in-class guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each individual's differing levels of development and ability to ensure progression and continuity.
- Managing and supporting an allocation of specific pupils with an identified SEN.
- Assisting with the development, implementation and monitoring of pupil support plans and/or individual education plans for allocated pupils.
- Planning, delivering and evaluating 1-1 or small group interventions (with guidance and support from the SENCO and class teachers).
- Assisting the SENCO and class teachers in the planning of work programmes for individuals and groups of pupils and developing a range of activities to facilitate inclusion for all.

- Liaising with parents and other professionals, as and when required. This could be in the form of written communication through diaries, phone calls or verbal communication at the start and/or end of the school day.
- Attending and actively participating in lesson planning meetings.
- Undertaking playtime and lunchtime supervision as directed by the deputy headteacher. (Duties)

#### **Administrative duties**

- Keeping and maintaining records of pupils' support and progress, in line with school policy, including tracking progress towards PSP/IEPs and providing reports for Annual Reviews.
- Monitoring and reporting on progress made by pupils during interventions and/ or 1-1 sessions.
- Ensuring that all departmental materials and equipment are in good, safe working order and stored safely and securely.
- Assisting with the planning and organising of departmental trips, to ensure they are fully inclusive.
- Attending school meetings/INSET days.

#### **General Duties**

- Assisting the teacher in the morning, setting up the classroom. Ensuring resources are ready, such as pencils being sharp or laying out workbooks.
- Checking the homework diaries and changing the reading books.
- Sharing responsibility with the teachers for collecting the children from the playground and delivery of them to the specialist lessons.
- Tidying up the classroom at the end of the school day. Checking for left items, tucking in chairs, checking the bookshelf is tidy and ensure resources such as pencils are ready for the next day.
- Working with the class teacher to create vibrant and eye-catching displays in line with Heathside's display policy.

#### **Other Duties**

- Maintaining confidentiality and observing data protection and associated guidelines where appropriate.
- Carrying out duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- Observing all Heathside School practices relating to child protection, security, fire and emergency and Health and Safety.
- Understanding and complying with all other relevant school policies.

#### **Operational**

- Promoting the school to current parents and potential parents.
- Working with the SLT and inspectors during inspections by regulatory bodies and assisting in the implementation of any recommendations.

#### **Staff**

- Working collaboratively with other staff members.
- Supporting and mentoring pupils.
- Being responsible for participating in all self-development activities including training and appraisals, etc.

#### **Pastoral Care**

- Being fully conversant with, and apply, the school's child protection policy and all related issues.
- Promoting good attendance and monitoring it in accordance with School policy.
- Promoting the general progress and well-being of pupils.

#### **Professional Standards**

- Supporting the aims and ethos of the School, including the school's strategic plan.
- Treating all members of the School community with respect and consideration.
- Treating all pupils fairly, consistently and without prejudice.
- Setting a good example to pupils in terms of appropriate dress, punctuality and attendance.
- Taking responsibility for personal professional development within the School's CPD programme.
- Attending all departmental and staff meetings, Parents' Evenings, New Parent's Day.
- Ensuring that all deadlines are met.
- Taking responsibility for matters relating to health and safety.
- Undertaking duties that may be reasonably assigned by the Headteacher (directly or indirectly).

**You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.**

You may also be required to undertake such other comparable duties as the School requires from time to time.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

### **Person Specification – Teaching Support Assistant**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential/ Desirable</b>
<b>QUALIFICATIONS</b>	
A good level of education to include <u>at least</u> GCSE level 4/5 (grade C or equivalent) in Maths and English.	E
Degree or equivalent.	D
Evidence of further professional development.	D
Further professional qualifications relating to Autism and/or Specific Speech, Language and Communication Difficulties	D
<b>EXPERIENCE</b>	
Successful relevant experience.	E
Experience of working in a school.	D
Experience of working with pupils with a special educational need.	D
Experience of working with more than one key stage.	D
Experience of data analysis.	D
Experience working with students with ASD and/or Specific Speech, Language and Communication Difficulties	D
Training and expertise in planning, delivering and assessing interventions and support strategies for students with Autism/ SLCN	D
Working and collaborating with outside agencies and contributing to a multi-agency approach towards specific students.	D
<b>KNOWLEDGE</b>	
A clear understanding of the essential qualities necessary for effective teaching and learning.	E
The principles of effective assessment for learning.	E
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E
Up to date knowledge & understanding of the current national education agenda.	E
Knowledge of current safeguarding child protection procedures.	E
<b>SKILLS AND ABILITIES</b>	

Demonstrate outstanding practice.	E
Work collaboratively to analyse data, evaluate pupil progress and plan an appropriate course of action.	E
The ability to communicate well, to work as a member of a team, and to have effective working relationships with students, staff and parents.	E
Inspire, challenge, motivate and empower pupils.	E
Ability to investigate, resolve problems and make decisions.	E
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
<b>Personal Attributes</b>	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Patience and understanding.	E
Energy and enthusiasm.	E
Confidence and excellent inter-personal skills.	E
Loyalty, professionalism and confidentiality.	E
Committed to continuing professional development for self.	E
Genuine belief in the potential of every student.	E