



Hyde High School

Job description: Teaching Assistant (SEND – Personal Care)

Grade: E

Working pattern: 32 hours per week, term time only

Responsible to:	SENCO
Core Role	<p>As part of the school’s Inclusion Team, the post holder will work alongside teachers and pastoral staff to enable access to learning for students with a wide range of special educational needs and/or disabilities. Work may be carried out in the classroom or with individuals or groups outside the main teaching area.</p> <p>A main focus for this role is to provide practical personal care and support for students with physical disabilities.</p>
Key responsibilities	
Support for students	<p>Provide practical personal care for students with medical needs as required (training provided); this will include: social, health, physical, and welfare matters; practical support and guidance on personal hygiene; toileting; eating and drinking.</p> <p>Support the implementation of recommended physiotherapy exercises (training provided).</p> <p>Promote the inclusion and acceptance of all students.</p> <p>Supervise and provide support for students, including those with SEND, ensuring their safety and access to learning activities.</p> <p>Establish excellent learning relationships with students with an awareness of their individual needs.</p> <p>Support the development and implementation of individual interventions, support plans and personal care programmes.</p> <p>Foster effective learning habits including pride in presentation, resilience, independence, and time management.</p> <p>Encourage students to interact with others and engage in learning activities.</p> <p>Deliver structured and agreed learning programmes.</p> <p>Support students’ use of ICT in learning activities and develop their competence and confidence in its use.</p> <p>Plan and deliver small group interventions, measuring progress and providing feedback to colleagues as required.</p> <p>Promote good attendance and punctuality for all students.</p> <p>Support students in developing their self-esteem and emotional literacy.</p> <p>Act as a key worker with individual students, leading termly review meetings and contributing to reviews of Education Health Care Plans as necessary.</p> <p>Liaise with other agencies as agreed and appropriate.</p> <p>Provide feedback to students and their parents in relation to progress and achievement.</p> <p>Act as a positive role model, setting the highest standards and expectations.</p>
Support for teachers	<p>Use strategies, in liaison with the teacher, to support students to achieve learning goals.</p> <p>Deliver agreed interventions feeding back to teachers as necessary.</p>

	<p>Support good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</p> <p>Support a purposeful and orderly learning environment.</p> <p>Undertake routine marking of students' work as required.</p>
Support for the school	<p>Be aware of and comply with policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection.</p> <p>Be aware of and support difference and diversity and ensure all students have equal access to opportunities to learn and develop.</p> <p>Establish constructive relationships with parents/carers.</p> <p>Appreciate and support the role of other professionals.</p> <p>Attend and participate in relevant meetings as required.</p> <p>Support students' smooth transition between educational phases.</p> <p>Assist with the supervision of students out of lesson times, including before and after school and at lunchtime as required.</p> <p>Administer routine tests and invigilate exams.</p> <p>Contribute to a positive ethos within the school.</p> <p>Accompany colleagues and students on visits, trips and out of school activities as required.</p> <p>Participate in training and performance development as required.</p> <p>Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Undertake any other reasonable duties at the request of the Headteacher.</p>

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.