

Orchard Manor School Job Description



Job Title:	Teaching Assistant (Work Related Support Assistant)
Salary:	£23,600 per annum/pro rata (Actual salary £17,065)
Hours:	39 weeks per year, 30.83 hours per week.
Base:	Orchard Manor School – Post 16 Provision

Main Purpose of Job:

- Developing and implementing effective coaching strategies
- Assessing students wants and needs.
- Providing information and guidance on suitable career paths when at work placements
- Identifying and enhancing students employability skills and strengths
- Providing assistance and support for students work activities and tasks.
- Supporting students with disabilities as they transition into the workforce.
- Help individuals secure employment, learn job-specific tasks, and adapt to their new roles.
- Work with students individually or in group settings, either within or outside the workplace
- Empower students to perform their job functions independently, without constant one-on-one assistance.
- Support students to identify job opportunities that align with their capabilities and interests within their community.
- Work and coordinate with employers to negotiate customised job responsibilities on behalf of the student.
- Assist students as they adjust to their new Post 16 curriculum and roles at work placement.
- Advocate for students throughout their work experience introduction period.
- Use public transport and drive students to destinations when required.
- Hold and articulate clear values and moral purpose, focused on supporting students.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.
- Lead by example - with integrity, creativity, resilience, and clarity
- Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development.
- Support the educational, social and physical needs of students including those with severe physical, learning and complex behavioural difficulties, supporting the curriculum and school through the provision of assistance to the Post 16 department.

Main Duties and Responsibilities:

Expectations

- Hold and articulate clear values and moral purpose, focus on supporting students.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students with profound, severe and complex learning needs, the workforce, and towards parents, governors and local community.
- Lead by example - with integrity, creativity, resilience, and clarity
- Sustain knowledge and understanding of education and school systems locally and pursue continuous professional development.

Main duties

- Assist students in developing knowledge, skills and attitudes as defined by the curriculum, taking into account the learning support involved to aid the students to learn effectively developing independence.

- Establish supportive relationships with students, encouraging individual development, acceptance, social integration, and development of self-esteem.
- Lone working following direction of teacher supporting students in their development and employability skills.
- Carry out administration in relation to students' progress, monitoring health, behaviour and general wellbeing and feeding back or adapting as appropriate.
- Effectively use IT systems as required by the Post 16 department and whole school.
- Work independently with groups of students on specific tasks, as directed by the class teacher
- Contribute to meetings with parents (which may be held outside of school hours), providing constructive feedback on pupil progress, achievement and behaviour where relevant.
- Maintain confidentiality with regards to sensitive issues linked to home/ students /staff/school
- Administer minor first aid where training has been undertaken
- Administer medically prescribed drugs as per the approved procedure
- Assist with the safe physical and medical needs of pupils, including: personal hygiene/self-care, for example toileting or changing
- Specialist care, for example one-to-one feeding where training has been undertaken
- Mobility needs, for example use of wheelchairs or hoists where training has been undertaken
- Complex medical procedures, for example changing tracheostomy tubes, where training has been undertaken
- Support in the management of pupils with challenging emotional and behavioural difficulties so as to prevent harm and disruption to the student or others
- Supervise students during break and lunch times, and plan and organise play time activities, where required.
- Drive to and accompany students on educational visits and work placements as directed by Post 16 Lead
- Accompany students off site, possibly lone working, and be actively involved with students work experience which may include working with animals and manual labour.
- Contribute to class meetings, staff meetings and school-based INSET
- Carry out interventions as required
- Raise any concerns in accordance with the school's safeguarding policies and procedures
- Assist with duties relating to students swimming and sports activities/events where relevant
- Deliver therapy to students such as physiotherapy or speech and language therapy as guided by professionals where training has been undertaken
- Input into planning of lesson content led by teaching staff where relevant
- Provide pastoral care to pupils where relevant
- Ensure all teaching aids are readily available by monitoring stock levels of materials, checking for missing/damaged equipment, arranging for new supplies to be ordered where relevant
- Assist in preparing, using and maintaining relevant teaching resources, including wall displays and ensuring classrooms are left clean and tidy

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as require

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Attainment of 5 GCSE's A-C (or equivalent) including English and Maths, or working towards.	<p>Childcare or education related qualification</p> <p>Job Coaching qualification Certificate for Supported Employment</p> <p>NVQ Level 3 in relevant subject</p>	Application
Drivers Licence	A Full, UK, Manual Driving Licence		Application
Skills and Experience	<p>Good skills in basic communication, literacy and numeracy</p> <p>Good IT skills and ability to learn and effectively use electronic information systems</p> <p>Able to work without supervision</p> <p>Confident to work independently with a group of children</p> <p>Ability to undertake training required for the role</p>	<p>Previous experience working in a school or with young people</p> <p>Previous experience working with SEN children or adults</p> <p>Previous experience in administering medical procedures/delivering therapies</p> <p>Previous experience supported learners access employment or work related learning</p> <p>Previous experience following a preparing for adulthood curriculum</p>	Application/ Interview/ Assessment
Specialist Knowledge and Skills	<p>Able to react and deal effectively with challenging or unpredictable behaviours</p> <p>Ability to undertake advanced training to administer medical procedures where required</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge of curriculums, learning methods and lesson planning</p> <p>Knowledge and understanding of accessing employment or work related learning to prepare for adulthood</p>	Application/ Interview/ Assessment

Behaviours and Values	Be flexible to work independently in a responsible manner Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team Respect confidentiality		Application/ Interview/ Assessment
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Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teacher's pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county
- Support for the wellbeing of staff