



REDRUTH SCHOOL

JOB DESCRIPTION

Job title: **Student Welfare Teaching Assistant/First Aid**
This post includes duties associated with supporting pupils with challenging behaviours, severe physical difficulties and/or learning difficulties, to support students with regard to their social, emotional and welfare/health/medical/first aid issues and may typically relate to work within a special school setting)

Grade:

Responsible to: SENCO/Pastoral Head/Student Welfare Lead

Direct supervisory responsibility: None

Indirect supervisory responsibility: None

Important Functional Relationships: Teachers, pupils, support staff, parents

Main purpose of the job

To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the staff in the practical organisation of class activities and small group work. Ensuring the welfare/health/medical/first aid and to meet the needs of pupils with specific needs for learning support in relation to severe physical, learning and complex behavioural difficulties.

Duties and responsibilities:

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
3. To encourage social integration within the school setting and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To assist with lunch and break-time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.
6. To accompany children on educational visits and outings as supervised by the Teacher.
7. To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or headteacher as appropriate.
8. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
9. To supervise an individual or small group of children within a class under the overall control of the teacher.

10. To administer first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
11. To attend to the physical and medical needs of pupils requiring specialist care, for example assisting with one-to-one feeding, administering medication etc.
12. To meet the mobility needs of pupil/s assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
13. To meet the needs of incontinent pupils.
14. To meet the needs of pupils with emotional and behavioural difficulties. To support the teacher in the management of pupils with challenging behaviour so as to prevent harm and disruption to the pupil or others, within the limits of the post holders training (eg: Team Teach) and school policies and procedures.
15. To carry out administrative tasks associated with all of the above duties as directed by the teacher.
16. To remain aware and work within all relevant school working practices, policies and procedures.
17. To attend staff meetings and school-based INSET as required. To meet with the SENCO and/or other appropriate staff.
18. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
19. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
20. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
21. The post holder is responsible for his/her own self-development on a continuous basis.
22. To undertake other duties appropriate to the grading of the post as required.

Prepared by: Redruth School

Date: May 2016

PERSON SPECIFICATION

Job Title: Student Welfare Teaching Assistant/First Aid

Department: School based

Person specification prepared by: Redruth School

Date: May 2016

| ATTRIBUTES | CRITERIA | HOW IDENTIFIED |
|--|--|--|
| <u>Relevant Experience</u> | Previous experience of working with children or young people with physical/learning difficulties and/or complex behavioural problems. Previous relevant work experience from within a special school or residential setting. | Desk-top Assessment. Interview. |
| <u>Education & Training</u> | Good levels of literacy and numeracy. ● Grade C or above in English at GCSE, (or equivalent). ● Grade C or above in Maths at GCSE, (or equivalent). | Desk-top Assessment. Interview. |
| <u>Special Knowledge & Skills</u> | Good listening and communication skills. Knowledge of specific curricular areas (eg: literacy, numeracy). Good ICT skills. Practical skills relating to utilising individual learning programmes. Knowledge of a range of issues relevant to education and child development. Knowledge of training and development methods for both staff and children. | Interview. |
| <u>Any Additional Factors</u> | Able to prioritise between different demands. Ability to work to deadlines. Self-motivated, and able to work in a team. Able to work without supervision. An interest in children and education. Patient and friendly approach. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. | Interview. |