

Stone Bay School



Teaching Assistant Level 3 Job Description and Person Specification

Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of ASD, along with severe and complex learning needs. We currently provide for 112 pupils.

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

We look forward to receiving your application.



Jane Hatwell
Headteacher

Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

Our Vision Story

Every day we believe we can climb mountains.



We are taking everyone with us.

It will be an adventure.

We are excited for this ambitious journey to the summit!

Carefully we plan what we need to make this journey a success.

We are making sure everyone has what they need.

So much will be learnt as we navigate the route together.

Look, there is the beacon ahead – it seems a long way off!

We encourage each other to keep going.

There is a steep incline, our safety first!

Hold on to the guide ropes we link together with trust.

There is a fast-flowing stream, look for the stepping stones! We will find our way.



There are so many different paths to take.

What will we discover?

What will we find?

What will we take with us and keep forever?

Our curiosity grows.

We gain confidence with each step, feeling braver and stronger,



Wow, we can do it now, we are so proud, let's celebrate!

We will always remember this journey and the friendships along the way.

We are ready now to climb the next mountain.

It's even bigger – we can't wait as now we know what is possible.

Teaching Assistant (TA3)

Salary: Kent Range C (FTE £25,252) plus SEN allowance

Hours: Full-Time / Part-time

Contract type: Permanent, Term Time only

Reporting to: Class teacher

Responsible for: Supporting TAs within your class team

Main purpose

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

Duties and responsibilities

Supporting pupils

Build positive relationships with pupils, promoting high self-esteem and independence

Adapt communication style to respond to pupils according to their individual needs

Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate

Promote high standards of pupil well being and positive behaviour, responding to dysregulated incidents in line with the school's well being policy and guidelines on physical intervention

Assist with the development and delivery of individual education and support plans in line with the pupils Education and Health Care Plan.

Teaching and learning

Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom

Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Use ICT skills to advance pupils' learning

Through photographic annotated observations, verbal feedback, provide regular feedback to teachers on pupil progress, attainment and barriers to learning

Support class teachers with maintaining positive well being among pupils, through implementing the strategies on the pupils well being plans and managing engagement levels effectively to ensure a good and safe learning environment

Monitor, record and report on progress and attainment

Supervise a class if the teacher is temporarily unavailable

Contribute to the overall ethos, aims and work of the school

Working with staff, parents/carers and relevant professionals

Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Communicate effectively with parents and carers under the direction of teachers

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

Professional development

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths (consideration of candidates who have not attained the above qualifications but whom show proven ability at interview)• NVQ Level 3 (or above) Teaching Assistant Qualification / Health and Social Care or willingness to train
Experience	<ul style="list-style-type: none">• Experience working in a school environment or other educational setting• Experience working with children / young people with special educational needs (SEN) particularly children with Autism• Experience planning and delivering learning activities

Skills and knowledge	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p>
-----------------------------	---

Personal qualities	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p>
---------------------------	--

This job description will be reviewed yearly in line with the appraisal process. This job description may change in line with the appraisal process and the needs of the school.

You will be required to attend the weekly staff training/team meeting until 5pm. From September 2023 this day will be on a Wednesday