

The Rosewood School – www.trs.kent.sch.uk

Job Description: Teaching Assistant

Salary: KS C term time only + SEN allowance

The working hours are: 1-2 days per week

Location: The Rosewood School, Staplehurst Kent

Interviews: To be confirmed

The School

The Rosewood school is a school for pupils who are struggling in their current school due to their physical or/and mental health need. Our vision is to combine education and health in transforming the futures of our young people. We have a growing pupil population and are seeking exceptional and inspiring individuals to join our committed team.

We are currently seeking to appoint an exceptional person to join a small team at our hospital school in Staplehurst, delivering education within The Kent and Medway Adolescent Hospital. Due to the nature of the provision and the expansion of students attending the role will be varied but fundamentally you will be co-ordinating a pupil's reintegration to schools, colleges and other provisions within Kent. This will also include the coordination of risk assessments for reintegration and liaising with the health team (NELFT). You may also be asked to support the class teacher in the teaching of pupils with mental health needs.

For each and every person employed at The Rosewood School, we offer you excellent CPD, unwavering support from our senior leadership team and continual opportunities for you to succeed at your own personal and professional development.

What we're looking for

As a member of the Rosewood School staff you will be tasked with delivering an exceptional standard of support to our young people. This role represents an exciting opportunity to work as a member of a committed and highly innovative team delivering a curriculum where collaboration is essential.

Why work for us?

In return we will promise you a stimulating, supportive and rewarding working environment, where all staff are valued and encouraged to take a leading role in the development of The Rosewood School's vision and strategy. You will also have the opportunity to access a range of excellent professional opportunities to support your progression.

Key duties

1. To support the reintegration of pupils into their schools and colleges and any other educational provision in a way that is appropriate with all relevant agencies such as Health, Education and Social Services to fully support pupils.
2. To support the reintegration managers to complete a termly audit outlining reintegration at Staplehurst Education Unit and identifying destinations for our young people.
3. Attend ward rounds and management rounds, when necessary.
4. Ensuring all relevant records and process paperwork are accurately maintained, this paperwork will include robust risk assessments to be completed and evaluated.
5. To periodically contribute to the review of the reintegration Policy to ensure best Practice, compliance and best way of working.
6. Provide teaching support in small groups or 1:1 when required.
7. Write reports for multi-agency meetings and attend CPAs (Care Programme Approach) as appropriate.
8. To support and promote positive behaviour patterns, raise self-esteem and improve independent working for pupils. To support all pupils in the acquisition of life skills, With due regard to their mental health condition, care plans and associated risk assessment.
9. To support staff in de-escalation techniques, where required.
10. Assist the teacher where necessary with preparation (and clearing away) of the Classroom and materials to ensure effective and efficient teaching, when required.
11. Supervise pupils at break (if necessary) and lunchtimes - providing and supervising lunchtime activities, on and off site.
12. To support after school activities where required.
13. Support YP with alternative curriculum activities.
14. Escort pupils to appointments within the building or to new schools and educational placements and to assist in off-site visits and activities, to ensure the continued safety of pupils.
15. Attend school review meetings, in-service training days and appropriate county training courses where appropriate.
16. To contribute to provision of training for other colleagues in schools and colleges in order to share good practices.
17. Provide a safe environment in which pupils are able to discuss problems and seek support and guidance.
18. General administrative duties and any other reasonable duties connected to the post.

Person Specification

	Criteria
Qualifications	<p><u>Essential</u></p> <p>Good basic education with competency in Literacy and Numeracy. Evidence of Continuous Professional Development. A willingness to undertake further training. Driving License</p>
Experience, Skills and Abilities	<p><u>Essential</u></p> <p>Experience of working with pupils with special needs within the health spectrum</p> <p>An ability to support the various needs of pupils within a small group. Ability to be flexible Ability to keep accurate records and work to deadlines. Ability to empathise with the needs of vulnerable pupils Excellent inter-personal skills and communication</p> <p><u>Desirable</u></p> <p>Experience of working with multi-agency professionals Ability to contribute to team decisions regarding policies within the unit Ability to communicate well in a multi-agency setting.</p>
Knowledge & Behaviours	<p><u>Essential</u></p> <p>An understanding of a broad and balanced curriculum relevant to a wide range of need A working knowledge of mainstream secondary education</p> <p><u>Desirable</u></p> <p>IT knowledge. Knowledge of assessment data and monitoring / reporting procedures</p>
Personal Attributes	<p><u>Essential</u></p> <p>Respects confidentiality and is able to work loyally, as part of a team. Works well under pressure Professional approach</p>