

# Stone Bay School



## Teaching Assistant Level 1 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 are commissioned for 105 pupils, 16 of those places for residential weekly boarding.

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 Level 1**

**Salary:** Kent Range KSA (FTE £26,168) actual £20,125.13 + SEN Allowance £1541.40 pa

**Hours:** Full Time 32.5 hours pw/Part Time whole days

**Contract type:** Permanent, Term Time only

**Reporting to:** Deputy Headteacher / Headteacher

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### **Main Purpose of Job**

To actively promote the school mission statement, the rights of young people as individuals and provide them with the highest quality education in accordance with the policies and procedures of the School. To assist in the education both individually and as part of a team to help young people achieve their potential by strengthening areas of weakness and developing areas of strength.

### **Key responsibilities**

- Under the direction and guidance of the class teacher, to implement the individual education programmes of students.
- To work as part of a team with the class teachers, and Teaching Assistants

*Stone Bay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **Working in class**

1. To work as a part of an interdisciplinary team under the immediate direction of a class teacher.
2. To help some students with dressing, feeding, toileting, showering/bathing and cleaning/changing students who are incontinent.
3. Set challenging and demanding expectations and promote self-esteem and independence.
4. Accompanying teachers on educational journeys or on other off-site activities such as trips to places of interest, taking students to football, swimming or horse riding. Duties may include being asked to drive the school mini-bus or taking part in physical educational activities.
5. Use strategies, in liaison with the teacher, to support students to achieve learning goals.
6. To care for sick students whenever necessary during working hours. This may also include accompanying students to GP or hospital appointments.
7. Maintain and care for resources used in the classroom and help in the preparation and tidying of the classroom throughout the day.
8. Supervise students during breaks and lunch-times.
9. To take part in or be represented at departmental meetings and whole staff meetings.
10. To respect the confidential nature of all information gained either verbally or in writing.
11. Responsible directly to the Headteacher for the safety and wellbeing of students when left alone with them.

**The duties may be varied to meet the changing demands of the school and these duties may therefore be changed at the discretion of the Headteacher and following consultation with you**

## **Teamwork**

- Participate in promoting a team approach at all times.
- Be polite, courteous and supportive to all team members following School Professional Behaviours policy.
- Be available to cover leave (sickness etc.).
- Work in accordance with training and agreed policies, practices and procedures.
- Participate in and contribute to staff meetings.

- Support colleagues in difficult or potentially difficult situations within the school and in the wider community.
- Ensure issues of concern are elevated to a more knowledgeable member of staff if the situation requires specific expertise.

### **Personal Development**

- Attend supervision and appraisal meetings and have a willingness to be accountable and develop as a valued team member.
- To undertake training as required, all mandatory training is complete, current and you remain compliant with all national and local requirements. This will include attending staff development days and relevant training courses outside your place of work.

### **General**

- Work to agreed standards in line with School policies and procedures.
- Have a flexible attitude to working arrangements.
- Any other duties as reasonably requested, relative to the objectives of the post.
- This is an outline of the post-holder's duties and responsibilities but it is not an exhaustive list and may change from time to time to meet the changing needs of the School.
- Have a flexible attitude to working arrangements.
- Any other duties as reasonably requested, relative to the objectives of the post.

### **Staff Development Days: Attendance Requirements**

The School allocates 5 days per year as for the purpose of School improvement through School/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training, as detailed below, and core training.

Core training includes such courses as Autism Awareness, Behaviour support, Makaton, First Aid etc.

### **Mandatory training.**

Proact-SCIPr-UK® training and Safeguarding training are included as an integral part of Staff Development Days throughout the year. The requirements for this mandatory training are:

- Proact-SCIPr-UK®: All staff to attend a course every year linked to their role.
- Safeguarding: All staff to attend a refresher course every year.
- Additional mandatory and core training events will be arranged for new staff as required.

## PERSON SPECIFICATION

<b>Qualifications.</b>	Essential.	Desirable.
Good general knowledge of English and Mathematics to GCSE level or equivalent	✓	
<b>Experience.</b>	Essential.	Desirable.
Experience of working with children or young people.		✓
Experience of working with students with learning difficulties or disabilities		✓
Organising a range of enrichment and Leisure activities for children.		✓
Working with Autistic Children with additional communication needs.		✓
<b>Skills.</b>	Essential.	Desirable.
To work as part of a team and use your own initiative when required.	✓	
Effective communication skills with colleagues, outside agencies, children and families.		✓
Good interpersonal skills.	✓	
Have a positive, solution-focused outlook	✓	
To work as part of a team and use your own initiative when required.	✓	
Functional ICT Skills. (Use of Microsoft Office, email, internet etc.).	✓	
Ability to deal with challenging behaviour	✓	
<b>Knowledge.</b>	Essential.	Desirable.
Autism and related additional needs.		✓
Alternative and Augmentative Communication used at School.		✓

National Minimum Standards for Residential Special School.		✓
Ofsted Inspection framework for Residential Special Schools.		✓
Some Knowledge of the Children Act 1989, 2004.		✓
Some knowledge of the Protection of Children Act 1999.		✓
An understanding of the needs of young people with Autism in Residential Special Schools.		✓
Knowledge of the work of other agencies involved with children in public care.		✓
Understanding the basic principles of safeguarding and child protection and all school policies and procedures linked to Safeguarding and Child Protection.		✓
Understanding and Knowledge of current “Keeping Children safe in Education” guidelines.		✓
<b>Ability.</b>	Essential.	Desirable.
Work in partnership with families and a range of external agencies.		✓
To participate and function professionally in a range of internal and external meetings.		✓
Effectively communicate with children, young people, staff and other professionals.		✓
To form professional positive, and functional relationships with students.		✓
To deal with difficult situations and make appropriate decisions in line with the policies and procedures of the school.		✓

To learn quickly and absorb information in relation to working with students with Autism and related additional needs.		✓
To ask for guidance and support when needed and to admit mistakes with a view to continual professional development.		✓
Remain calm in potentially stressful situations.		✓
<b>Other Requirements.</b>	Essential.	Desirable.
Demonstrable commitment to valuing diversity.	✓	
Full driving licence.		✓