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Description automatically generatedThe Rosewood School – www.trs.kent.sch.uk***

**Job Description: Teaching Assistant**

**Salary: KR4 term time only + SEN allowance**

**The working hours are 08:00-16:00, Monday to Friday, term time only**

**Location: Leybourne**

**Applications Close: 08/11/2021 Start Date: ASAP**

**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 our team at our school in Leybourne. The curriculum offer is changing and as such we are looking for someone who has enthusiasm, drive and is adaptable. You will be supporting pupils and teachers across the school by bringing out the best in our pupils, they absolutely want our teachers to understand their needs but also want to be around people that can inspire and motivate them to succeed.

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.

**Safeguarding**

The Rosewood School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Key duties

1. 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, PSPs and associated risk assessment.

1. To support staff in de-escalation techniques, where required.
2. Assist the teacher where necessary with preparation (and clearing away) of the

Classroom and materials to ensure effective and efficient teaching, when required.

1. Supervise pupils at break (if necessary) and lunchtimes - providing and supervising lunchtime activities, on and off site.
2. To support after school activities where required.
3. Support pupils with alternative curriculum activities.
4. Attend school review meetings, in-service training days and appropriate county training courses where appropriate.
5. To contribute to provision of training for other colleagues in schools and colleges in order to share good practices.
6. Provide a safe environment in which pupils are able to discuss problems and seek support and guidance.
7. General administrative duties and any other reasonable duties connected to the post.
8. Assist with the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ response as appropriate. This will incorporate providing one to one or small group support.
9. Support the teacher in monitoring, assessing and recording pupil progress/activities.
10. Support learning by arranging and providing resources for lessons/activities under the direction of the teacher.
11. Providing clerical/administrative support typing, photocopying, and display. Support with basic record keeping in respect of pupil learning, behaviour management, child protection etc., as directed in order to support the teacher in delivering the specific learning programmes set for each child.
12. Supervise the activities of individual or groups of children to ensure their safety and facilitate their development.
13. Contribute to the assessment of children’s development as directed by the teacher through observations, records and discussions with the teacher.
14. To cover in the absence of a colleague
15. If required , to be mentor to a student or group and communicate regularly with parents
16. To partake in the quality assurance of the service and promote without prejudice the agreed policies of the service.
17. Escort students to appointments with schools and educational placements where appropriate.

**Person Specification**

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|  | **Criteria** |
| **Qualifications** | **Essential**  **Good basic education with competency in Literacy and Numeracy**.  Evidence of Continuous Professional Development.  A willingness to undertake further training.  Motor vehicle Driving License |
| **Experience, Skills and Abilities** | **Desirable**  Experience of working with multi-agency professionals  Ability to contribute to team decisions regarding policies within the school  Ability to communicate well in a multi-agency setting.  **Essential**  Experience of working with KS3 and KS4 pupils with special needs within the health spectrum  An understanding of personalised learning.  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 |
| **Knowledge  & Behaviours** | **Desirable**  IT knowledge.  Knowledge of assessment data and monitoring / reporting procedures  **Essential**  An understanding of a broad and balanced curriculum relevant to a wide range of need  A working knowledge of mainstream secondary education |
| **Personal Attributes** | **Essential**  Respects confidentiality and is able to work loyally, as part of a team.  Works well under pressure  Professional approach |