

THE ORCHARDS FEDERATION

JOB DESCRIPTION: HEALTH & WELFARE (TA 1)



Department	CHILDRENS SERVICES – GREEN FOLD SCHOOL
Job Title	HEALTH & WELFARE ASSISTANT (TEACHING ASSISTANT LEVEL 1)
Grade	D pt 6 – pt 11 (Grades updated April 2019)
Primary Purpose of the Job	To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of physical and general care and basic classroom management techniques.
Responsible to	Head Teacher / Executive Head Teacher
Responsible for	n/a
Principal Responsibilities	Provide support for the pupil, teacher, curriculum and the school with a particular focus on pupil's feeding, intimate care and mobility needs

MAIN DUTIES

1. Support for the Pupil

Establish good working relationships with pupils, acting as a role model
Be aware of and respond appropriately to individual pupil needs
Promote inclusion and acceptance of all pupils
Encourage pupils to interact with others and engage in activities led by the teacher
Encourage pupils to act independently as appropriate
To support pupils who become ill during the day under the direction of the medical team

2 Support for the teacher

Provide minimal clerical/administration support as and when requested
Assist with the display of children's work
Prepare areas of school for activity and clear afterwards
Report pupil achievements, progress and issues as appropriate in agreed format
Undertake pupil record keeping as requested
Manage pupil behaviour in line with school policy and ensure reports are made in agreed school format
Gather/report basic information from/to parents/carers as directed

3 Support for the curriculum

Prepare and maintain equipment and resources as directed
Assist pupils by meeting care, intimate care and mobility needs under the direction and guidance of other professionals

4 Support for the school

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
Contribute to the school ethos, aims and development/improvement plans
Appreciate and support the role of other professionals
Attend relevant meetings as required

Participate in training and other learning activities as required

Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours

Accompany teaching staff and pupils on visits, trips and out of school activities as required

Customer Care - To provide quality services that are what our pupils, families and staff want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Job Description updated by

Andy Feeley Exec Head April 2015

Gary Anders Head Teacher Oc

THE ORCHARDS FEDERATION

PERSON SPECIFICATION: HEALTH & WELFARE (TA 1)



Department EDUCATION & CULTURE – GREEN FOLD SCHOOL
Job Title HEALTH & WELFARE ASSISTANT - TEACHING ASSISTANT LEVEL 1

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Application Form/Interview
1.2	Ability to build effective working relationships with all pupils and colleagues	Application Form/Interview
1.3	Ability to promote a positive ethos and role model positive attributes	Application Form/Interview
1.4	Good personal numeracy and literacy skills(Correctly completed Application Form)	Application Form/Interview
1.5	Awareness and basic understanding of school curriculum (within specified age range of subject area)	Application Form/Interview
1.6	Understanding of basic technology – computer, video, photocopier	Application Form/Assessment
1.7	Experience of working with &/or caring for children (within specified age range) Experience of working with children with disabilities is a desirable but not essential requirement for this post	Application Form/Interview
1.8	Customer Care - Listen and respond to the needs of individual pupils, their families as part of a multi disciplinary team	Application Form/Interview
1.10	Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview
2. Experience/Qualifications/Training etc		
2.1	Requirement to complete relevant training e.g Moving and Handling, Team Teach physical intervention	Interview
2.2	Basic awareness of inclusion, especially within a school setting	Interview
2.3	Experience of working with &/or caring with children (within a specified age range) within an education setting	Application Form
2.4	Willingness to undertake appointed person certificate in First Aid	Application Form
3. Work Related Circumstances – Professional Values & Practices		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview

3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	Application Form & Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form & Interview
Note to Applicants: Please try to show in your application form, how best you meet these requirements		

Job Description/Person Specification updated by

Andy Feeley Exec Head April 2015
Gary Anders Head Teacher Oct 2020

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.