**WARGRAVE HOUSE SCHOOL**

**JOB DESCRIPTION**

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| **Job Title:** | **Teaching Support Assistant (TSA)** |
| **Responsible to:** | CEO  Head of Education |
| **Directly Reporting to:** | Deputy/Assistant Head of Education  Class Teacher |
| **Staff Reporting Directly to TSA:** | N/A |

**Main Purpose of the Post**

1. To carry out the professional duties of a teaching support assistant upholding the aims, ethos and philosophy of the company established by the CEO.
2. To adhere to all policies as validated by the CEO, Head of Education, Governing Body and Trustees.
3. To be an effective professional who demonstrates commitment to excellence in work/care/support programmes to enable access to learning and to assist the class teacher in the management of students and the learning environment.

**General Responsibilities**

Under the direction of the Head of Education:-

1. Work harmoniously with other staff to provide a caring, happy environment together with a well-structured programme for the Education development of each child/young person.
2. To play an active part in promoting good public relationships in the locality so as to increase public awareness of, and support for, the aims and objectives of the organisation.
3. To attend case conferences, staff meetings, INSET, extended school services, parents meetings and special events/celebrations as requested by the CEO or senior staff. Some of which may take place outside normal working hours.

**Specific Duties and Responsibilities**

**Support for teachers**

1. Carry out programmes of work devised and monitored by the class teacher and implement appropriate activities. Monitor and review with individual students or groups of students as directed by the class teacher/line manager.
2. Assist the teacher/senior staff member in the management of students and the learning environment.
3. Assist with the development and implementation of individual education plans, behaviour support programmes and personal intimate care programmes such as toileting and eating. On occasion this will necessitate one-to-one supervision.
4. Prepare learning resources according to individual need ensuring the environment is conducive to promoting further learning.
5. Establish constructive and supportive relationships with parents and carers.
6. Provide subject specific support for an individual area of the curriculum including resource audits, display of student work and implementation of development plans under the director of the curriculum lead.

**Support for students**

1. To enable access to learning and maximise student learning outcomes within the context of well structured ASD-specific programme of educational and social opportunities.
2. Supervise and support students ensuring their safety and access to learning in a variety of contexts; classroom, playground; community.
3. Provide opportunities for and facilitate students throughout the day to interact with others and engage with teacher lead activities.
4. Establish constructive relationships with students, acting as a role model and interact with them according to individual need.
5. Ensure expectations set are both challenging and demanding according to individual need.
6. Provide feedback to students in relation to progress and achievement in order to drive learning forward. This should be under the direction of/in liaison with the teacher and in accordance with the assessment, recording and reporting policy.
7. Administer basic first aid where appropriately trained.
8. Assist in supporting the specific medical needs of student where training has been undertaken.
9. Promote self-esteem and independence as appropriate.

**Support for the school/college**

1. Ensure that matters concerning individual students are kept strictly confidential to the school/college.
2. Ensure that no person inflicts corporal punishment at any time.
3. Maintain the highest degree of personal and professional integrity at all times.
4. Become familiar with Wargrave House’s fire, health and safety regulations and ensure they are strictly observed.
5. Supervise student placements and volunteer helpers as required.
6. Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading

**Common Responsibilities**

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.

**NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.**

1. Ensure all students have equal access to opportunities to learn and develop.
2. Attend staff meetings, parents evenings/workshops and planned after school/college events as required.
3. Contribute to the overall aims, ethos and work of Wargrave House.
4. Use specialist knowledge, skill, experience and training to act as a mentor to others, providing appropriate guidance and supervision as appropriate.
5. Appreciate the role of, support and work with other professionals e.g. Therapists.
6. Maintain continuity and consistency and ensure good communication by attending relevant meetings e.g. behaviour support meetings, staff meetings, parents’ evenings and annual reviews, some of which will take place out of school hours.
7. Set a good example in terms of dress, punctuality and attendance.
8. Participate in training, including INSET days, external courses and conferences in order to keep abreast with current trends and ensure continued professional development.
9. Accompany students on visits, trips and out of school/college activities as required which will necessitate one to one supervision.
10. Use positive behaviour management strategies (Team Teach) emphasising team building, personal safety, communication, and verbal and non-verbal de-escalation techniques for dealing with challenging behaviour reducing the need for physical intervention.
11. In accordance with training received, use positive handling techniques to resolve conflicts in ways that are safe, and which provide opportunities for repair and reflection for everyone involved.
12. Following training carry out the administration and witnessing of student medication.
13. Carry out specific tasks as required by the Head of Education.

**Care Standards Act 2000, and The Health and Social Care Act 2008, revised 2018** **(Regulated Activities)**

**Regulations 2010**

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm.  Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company’s Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower’s own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

**Additional information**

The work at Wargrave House for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary holds in a reasonable and proportionate manner.   Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However you should make Wargrave House aware of any adaptations required to enable you to undertake the work.

**Confidentiality**

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work.  The nature of the work within the service entrusts people with confidential information about the students, their families and staff.  Any breach of this confidentiality will constitute gross misconduct.

Note:  This job description reflects the present requirement of the post.  As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

**Wargrave House Limited operates a safe recruitment process.  Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check.  Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed and accepted: …………………………………………..

Print name ……………………………………..

Date: …………………………………..