



QUORN HALL
SCHOOL



Teaching Assistant

Quorn Hall School is a well established independent therapeutic school for Children and Young

People aged 6–17 years with Social, Emotional and Mental Health difficulties (SEMH). Many of the pupils at Quorn Hall School have additional special educational needs and diagnoses such as Autism and Attention Deficit Hyperactivity Disorder. Our culture here at Quorn hall School is based on a trauma informed attachment awareness and a low arousal approach.

Quorn Hall School is part of Newcome Education. Our schools are characterised by their shared expertise and specialism for supporting autistic children and young people and those who have social, emotional and mental health needs. We place equal emphasis on academic input and therapeutic support, and believe that grades and qualifications should not be the sole measure of success for our students. We ensure that our learners gain relevant, nationally-recognised qualifications alongside developing the necessary independence and life skills required to enable them to follow pathways to a meaningful career and fulfilling adulthood.

Teaching Assistant

Reporting to: Keystage Lead

Contract type: Permanent, Term time only - 39 weeks

Salary: £19,134 (actual salary)

Hours: 08.30 - 4.30, Monday to Friday

Start date: ASAP

Job Description

Main functions:

- Motivate and encourage student(s) as required by providing levels of individual attention, reassurance and help with living and learning tasks as appropriate to students' needs.
- Monitor students' responses to living and learning activities through observation and planned recording of achievement.
- Establish supportive relationships and trust with students.
- Follow behavior support plans or other specific strategies as directed, consistently and effectively in line with agreed policy.
- Take responsibility for the care and support of designated students.
- Give students feedback on achievements in order to reinforce and develop self-reliance and self-esteem.
- Understand and assist with positive handling techniques used within the school.
- Comply with legal and organisational requirements for maintaining the health, safety and security of self and others in the school.

- Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Take part in training activities offered by the school to further knowledge, skills and development and participate in regular performance reviews.
- Produce concise reports and complete other written or electronic documentation as directed.
- Carry out duties in accordance with Equal Opportunity Policy.
- Modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Help make appropriate resources to support the students and prepare work and activities in advance of the lesson e.g. making books, labels, signs and undertake practical tasks to maintain a good standard of classroom appearance.
- Provide general clerical and administrative support, e.g. administer coursework, produce worksheets for agreed activities using ICT where appropriate.
- Communicate the progress and needs of the learners with whom you work to the teaching staff.
- The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications	Minimum of GCSE grade C (or equivalent) in both Maths and English	HLTA qualification Clean driving license Autism qualification
Experience	Minimum of 1 year experience of working with children and young people with social, emotional and mental health needs, Autism Spectrum Conditions or in an educational / residential / social work / youth work or other similar setting.	Experience of working in an Independent Specialist setting.
Skills & Knowledge	<p>Knowledge and understanding of working with young people with social, emotional and mental health needs as well as autism spectrum conditions</p> <p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Excellent verbal communication skills and active listening skills</p> <p>Skilled and knowledge around building and sustaining effective working relationships with children and young people</p> <p>Skills and knowledge around de-escalating behaviors for positive outcomes.</p> <p>Knowledge of how to help adapt and deliver support to meet individual pupil needs</p>	<p>Experience of supporting the development of social skills with learners with ASC and SEMH</p> <p>Strategic Behaviour Management</p> <p>Motivational Skills</p> <p>Coaching Skills</p>

	<p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Ability to work as part of a team and to be flexible in their approach to daily routines</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good IT skills, particularly using IT to support learning</p>	
<p>Personal Qualities</p>	<p>A passion for the role of supporting children and young people with SEMH to maximise their potential.</p> <p>Ability to engage with children and young people with Autism Spectrum Conditions (ASC) and social, emotional and mental health needs</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p> <p>Ability to adhere to relevant procedures and guidelines and put them into practice.</p> <p>Ability to produce concise reports and other clear written records.</p>	<p>An interest/hobby that might be shared with learners</p> <p>Engagement in own continuous professional development</p>

	<p>The ability to remain calm in stressful situations and support other staff or children and young people at times of difficulty or in demanding situations.</p> <p>Ability to define, recognise and maintain professional boundaries.</p> <p>Patience and humor.</p> <p>Willingness to undertake continuing professional development.</p> <p>A commitment to Safeguarding children.</p>	
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Quorn Hall School is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974.

I understand that if I am shortlisted for this role I will be required to obtain an Enhanced Disclosure & Barring Service Check (DBS) and complete a self disclosure for cautions and convictions.