

Rhodes Wood Hospital School

JOB DESCRIPTION

Job title: Teaching Assistant

Purpose: To be responsible for supporting students in their education both on the ward and within the school setting. The post holder must be proactive, highly organised, and able to balance a compassionate approach with high aspirations for students' achievement. They must be sensitive to the challenges and mental health needs that may affect students' engagement and progress, while encouraging and supporting them to realise their full potential.

Responsible to: Headteacher

Working Pattern: 37.5 hours per week

Salary: £24,000-£27,000

Key Roles and Responsibilities

- Play a key role in ensuring that students are present, engaged, and appropriately supported to access learning either in school or on the hospital ward.
- Support the SEND department in implementing appropriate adaptations and strategies that maximise student engagement, participation, and achievement.
- Provide educational support to students on the ward and within classroom environments, helping them to access learning and make progress.
- Be proactive, highly organised, and self-motivated in managing workload and responsibilities.
- Contribute to raising achievement by promoting and supporting good attendance and punctuality.
- Promote positive attitudes towards education and learning, encouraging students to engage with their studies and aspire to achieve their full potential.
- Challenge barriers to attendance sensitively and persistently, helping to foster a culture of positive attendance and punctuality.
- Work collaboratively with teachers and other professionals to ensure students receive effective support during lessons.
- Maintain accurate, clear, and concise records of lessons, interventions, and student engagement.
- Meet regularly with identified students, providing pastoral and academic support, and produce weekly progress reports where required.
- Balance high aspirations for students with sensitivity to their individual circumstances, including mental health needs and other factors that may affect engagement and achievement.
- Manage and prioritise workload effectively in line with service requirements and deadlines.
- Maintain accurate records, inventories, and resources associated with the school provision.

General Responsibilities

- Promote and safeguard the welfare of all children and young people with whom you come into contact.
- Maintain the highest standards of confidentiality and professional conduct at all times.
- Work in accordance with the school's safeguarding and child protection policies and procedures, reporting any concerns promptly through the appropriate channels.
- Comply with all relevant legislation, regulations, policies, and procedures, including those relating to Health and Safety, Data Protection, Equality, Diversity and Inclusion, and the School's Code of Conduct.
- Contribute positively to the school's ethos, values, aims, and wider development.
- Develop and maintain constructive working relationships with colleagues, parents/carers, external agencies, and other professionals.
- Participate in training, professional development activities, supervision, and performance review processes as required.
- Recognise and utilise personal strengths and areas of expertise to support colleagues and contribute to service improvement.
- Attend and actively participate in team meetings, briefings, and other professional forums, sharing updates, developments, concerns, and good practice.
- Undertake any other duties appropriate to the grade and nature of the post, as reasonably required by the Headteacher.

Safeguarding

RWHS is committed to safeguarding and protecting the welfare of vulnerable children and young people as its number one priority. This commitment to robust recruitment, selection, and induction procedures extends to organisations and services linked to Elysium Healthcare on its behalf.

Duties and responsibilities will include but are not limited to, those outlined in this job description. It may be modified by the Headteacher, in discussion with the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Signature of post holder _____Date / /

Signature of headteacher_____Date / /

Teaching Assistant - Person Specification		
	Essential	Desirable
Qualifications and Training		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Qualified to administer First Aid		✓
Educated to degree level or equivalent		✓
Evidence of continuing professional development	✓	
Professional Development		
Evidence of relevant continuing professional	✓	
Experience		
Excellent IT skills including Microsoft / Google Packages	✓	
Experience of working with students and young people preferably of secondary school age.	✓	
To be very well organised, methodical and accurate	✓	
Experience in dealing with student with mental health issues		✓
Ability to manage high workloads, be proactive and self-motivated, understanding priorities and managing workload effectively	✓	
Ability to communicate effectively in writing, on the telephone and face to face • draft correspondence independently • write and communicate verbally, clearly and concisely	✓	
Experience of working in similar role in a school environment		✓
Knowledge		
Excellent Organisations and interpersonal skills	✓	
Good IT skills e.g. Excel, Word,	✓	
Able to manage own workload, prioritise tasks and be proactive	✓	
Ability to work well under pressure	✓	
Understanding of the issues which may cause poor school attendance	✓	
Knowledge of the legislation and procedures relating to safeguarding or willingness to learn	✓	
Knowledge of how schools and education welfare function	✓	
Counselling experience and training		✓
Personal attributes		
Ability to deal with confidential and sensitive information discreetly and with integrity	✓	
Capacity to understand, empathise and engage well with young people	✓	
Commitment to equal opportunity and the success of every individual	✓	

Ability to self-evaluate and respond positively to constructive criticism	✓	
Ability to remain calm under pressure	✓	
The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential	✓	
Commitment to working flexibly and as needed to ensure the highest professional service for students and staff.	✓	
Excellent interpersonal skills	✓	
Flexible and willingness to meet the needs and requirements of the role and keen to contribute to the success of the team and contribute significantly to the wider life of the school	✓	
High work ethic, resilient and willing to go above and beyond to ensure the students at Rhodes Wood Hospital School receive exemplary quality of education	✓	
Commitment to the pursuit of Continuous Professional Development by oneself and others.	✓	