

Job Title: Specialist Teaching Assistant - **1:1 support for pupils with tracheostomies or ventilators**

Pay Scale: Surrey Pay Scale 5

Responsible to: Class Teacher/Hub Leader

Duties

The job description is to be performed in accordance with the range of duties set out in the contract and as relevant to the postholders' title and salary grade. In addition, there is a reasonable requirement in accordance with the Conditions of Employment that certain particular duties will be undertaken and completed in a satisfactory manner.

Work Context

Portesbery School is a special school for pupils aged 3-19 who have severe learning difficulties and complex needs. This highly specialist Teaching Assistant (**1:1 support for pupils with extremely complex medical needs**) will be a vital part of the class team and will be expected to support the class teacher and STA to deliver the curriculum to support pupils' learning.

It would suit a colleague with experience working with children with significant medical or developmental needs, confidence in managing medical emergencies and some experience in supporting or assisting with tracheostomy or ventilator care

Staff are expected to support pupils' learning within the school environment including in the classroom, hydrotherapy pool, main hall and the sensory studio; in addition to supporting learning which takes place off site at places within the community.

Role Purpose

including key outputs

- To take a lead role in supporting an individual teacher, or teachers in delivering and evaluating programmes/interventions and adapting teaching materials to suit the particular requirements of specific pupils with special needs ensuring all protocols and risk assessments are followed.
- The role will also have an additional focus on planning and may occasionally support the teacher by covering the class for a planned lesson. The individual will have specialist training/experience to support their lead role/intervention and provide a level of support for individual pupils/groups of pupils whose complex medical needs require support over and above that which a Teaching Assistant (Surrey PayScale 3) is expected to provide.
- To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.
- In line with level of responsibility and training, throughout the day clinically assess the pupil determining the correct course of medical intervention and as part of that responsibility carry out any necessary routine medical support which could include:
 - Suctioning
 - Wiping
 - Giving nebulisers
 - Escalating to nursing team
 - Escalating to emergency services
 - Liaising with parents
 - Emergency tube changes
 - Administering tube feeds following correct protocols
 - Catherisation
 - Following epilepsy protocols and administering medication as required
 - Attending to stoma site care

- The individual will be responsible for regularly liaising with parents, medical professionals and teachers on a daily and/or agreed frequency to ensure that pupil handover, assessments, lessons are delivered effectively and feed into the forward planning process for their allocated intervention.
- To plan for all activities the pupil takes part in including assemblies, lunch in the hall, swimming and any off-site activities to ensure that all relevant equipment, emergency numbers and protocols are to hand.

Representative Accountabilities

Typical accountabilities in roles at this level:

Support delivery

- Provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention, under the supervision of senior staff.
- Use of specialised equipment/tools.
- Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment.
- May carry out personal care routines as appropriate.
- Care and respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs).
- May occasionally provide support with whole class supervision for teachers' planned lessons.

Planning & Organising

- Plan and organise own work and/or intervention to meet given priorities.
- Assess the range and volume of work to be undertaken for the days or weeks ahead and plan to ensure it is completed to time and to an appropriate standard.

Resources

- Operate and check equipment is safe to use and properly adjusted, carry out appropriate maintenance and use equipment in the correct and safe manner.

Analysis, Reporting and Documentation

- Maintain and submit records following relevant school policies & procedures.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. Liaise and work in partnership with key leads for other activities that may impact on own areas of responsibilities.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures

Duties for all

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.

Contribute to and influence children's learning and personal development' should appear in all grades. To have regard to and comply with safeguarding policy and procedures.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Able to demonstrate basic numeracy and literacy, e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.
- Able to work towards Vocational Qualifications Level 2 or have specialist skills in a relevant field.
- Working knowledge of relevant skill set, systems, equipment, processes and procedures.
- Ability to apply relevant health and safety, equality and diversity, and other School policies and procedures.
- Ability to work with others to provide excellent customer service
- Ability to communicate clearly.
- Accuracy and ability to prioritise and organise own workload.

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.