WHITE HOUSE SCHOOL

Post Title	Independence Assistant (TA)	**Reports to**	Headteacher
Hours per week	Full time	**Weeks per year**	Term time
Contract type	Permanent	**Salary**	£19,293.75

Job Description

School Overview

The White House School is an Independent Specialist school. We are part of an ethical and progressive organisation that believes it can achieve real change for pupils and their families.

The White House School is situated within BCP local authority and offers a specialist learning provision which emphasises the development of core academic understanding, encourages creativity, celebrates outdoor learning and promotes the growth of essential life skills. We aim to establish a safe, creative and vibrant environment where children feel challenged and supported in their learning, achieving high levels of wellbeing and academic success. We aim to nurture and develop mutual respect, tolerance, teamwork, perseverance, kindness and good manners.

Purpose of the Role

As an Independence Assistant, you will be working as a teaching assistant supporting professionals across the curriculum and school, working directly with pupils to support their learning, providing 1:1 support and interventions.

Key Accountabilities & Duties

As an Independence Assistant, you will:

- Work with class teachers to implement support strategies and differentiation within the classroom, creating resources as required and requested
- Plan, prepare and deliver learning to individuals, modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision
- Contribute to high quality learning experiences using a variety of delivery and support methods
- Support the class teacher, and work individually, to assess, record and report on baseline assessments, development, progress and attainment and use this knowledge and understanding to extend and challenge pupils' learning
- Provide academic and pastoral support to pupils in accordance with agreed procedures
- Create an outstanding pupil experience which leads to progression
- Promote pupils' personal development and independence.

As a member of staff, you will:

- Ensure that your practice and conduct is consistently of a high standard
- Manage pupil issues within agreed protocols

- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher
- Participate in the school's supervision process and to undertake any training that may be appropriate
- Support and promote our school ethos and approach
- Take appropriate responsibility to ensure the health and safety of self and others
- Adhere to the Staff Handbook and Code of Conduct
- Pursue the achievement and integration of equal opportunities throughout all The White House School's activities
- Uphold our safeguarding culture of vigilance at all times, ensuring the safeguarding of pupils is always of paramount importance and follow the school's safeguarding and child protection policy.

Duties falling within the scope of designated contact hours:

- Supporting pupils' learning in lessons, resourcing and implementing differentiation, as guided by the class teacher
- Delivering 1:1 interventions
- Supervising pupils' break and lunchtimes, including leading activities
- Supporting enrichment activities, including trips and visits
- Undertaking intimate care for pupils as required
- Completing general administration relevant to the role, including paperwork in relation to pupil disciplinary matters, pupil profile and progress updates
- Contributing to the reports written for both parents and local authorities, including providing timely feedback to the SENDCo for Annual Review meetings.
- Attending staff development events and weekly staff meetings
- Undertaking and meeting any relevant CPD requirements
- Liaising with our therapy team and other specialists to ensure enhanced provision is in place at all times
- Liaising with parents/carers

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The White House School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education.

It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its pupils, employees, and visitors.

Safeguarding
The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Person Specification		
Criteria	**Essential**	**Desirable**
Knowledge	● How to effectively and proactively communicate with children, young people or adults ● How to build rapport and strong working relationships with children, young people or adults	● Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD) ● Knowledge and understanding of Special Educational Needs and Disabilities ● Knowledge of secondary school curriculum and processes ● Knowledge of strategies that support pupils' positive behaviour
Experience	● Experience of working with children, young people or adults	● Experience of working with autistic children, young people or adults ● Experience of working with children, young people or adults who have additional needs ● Experience of working as a Teaching Assistant
Skills	● Ability to work well with others and independently ● Attention to detail ● Flexibility and openness to change ● Excellent communication skills ● Good written skills	
Personal attributes	● Sensitive and understanding ● Trustworthy ● Punctual and reliable ● Resilient	● Good sense of humour and a team spirit!

Qualifications		● Food Hygiene Certificate ● Paediatric or other First Aid qualifications ● Completion of Teaching Assistant qualification ● Evidence of continuing professional development ● GCSE or equivalent in English and Maths
Other requirements		● Full driving license

Further Information
This Job Description and Person Specification are current as of September 2024. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.