



Specialist Teaching Assistant Candidate Briefing Pack





Dear Candidate

Thank you for your interest in becoming our new Specialist Teaching Assistant at The Children's Trust school.

The Children's Trust School is a non-maintained special school supporting children aged 2-19 with a wide range of special needs including complex education, health, therapy and care requirements. Our education, health, therapy and care teams work collaboratively with high ambition, strong commitment and a shared value base. Together, we have a 'whole system response' to deliver high quality support for children with special educational needs, placing their quality of life at the centre of what we do.

As a Specialist Teaching Assistant, you will be reporting to the class teacher.

Your role will be:

- To support an integrated and holistic approach to education, health and care.
- To work under the direct supervision of an allocated teacher
- To support access to learning and provide general support to the teacher in the management of pupils in learning opportunities.
- To assist the teacher in providing relevant support for pupils with severe learning difficulties (SLD), profound and multiple learning difficulties (PMLD) and complex therapeutic, medical and health needs.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of the incredible children and families we support at The Children's Trust School.

Kind regards

A handwritten signature in cursive script, appearing to read 'Launa Randles'.

Launa Randles



The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Online information and support via our Bumps Happen hub and publications.

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities,

together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24 acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.

We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 500 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, retail, operations and centralised support functions such as finance, HR, fundraising and communications.





The Children's Trust School

At The Children's Trust School our aim is to provide **high quality education** and **expertise** to meet each pupil's **individual special needs** and to **celebrate** all achievements in a happy environment.

As a non-maintained special school, we pride ourselves on seeing each individual as a **'whole'** and delivering **integrated, holistic education**, therapy and care for pupils with profound and multiple learning difficulties. We provide **day** and **residential** education for pupils aged 2-19 years old. For children with disabilities aged 0-5 years we also offer **'Taddies'**, a weekly run **parent** and **child** group that offers **support** and planned opportunities to learn through sensory **play** and **fun!**

We offer **individualised learning opportunities** relevant to each pupil to support the development of their **communication**, language and literacy skills, their cognitive development, **physical skills**, **environmental control** and **social, emotional and personal well-being**. We focus on developing pre-intentional learning to intentional and formal stages, with an aim of supporting pupils to develop a **sense of agency** and understanding of the world around them.

Our services include **play therapy**, **music therapy**, **physiotherapy**, **occupational therapy**, **speech and language therapy**, **paediatric nursing** and access to **health services**, including **GPs**, **consultants**, and **clinics**, such as orthotics. We aim to provide the best educational opportunities, and unparalleled expertise in order to deliver significant outcomes.

Want to find out more?

Visit: thechildrenstrust.org.uk/school

The Children's Trust School
Tadworth Court,
Tadworth, Surrey,
KT20 5RU

01737 365 810
school@thechildrenstrust.org.uk
thechildrenstrust.org.uk
facebook.com/childrenstrust
twitter.com/childrens_trust
instagram.com/childrens_trust
Registered charity number 288018.



Description

Job Title	Specialist Teaching Assistant
Reports to	Deputy Headteacher
Direct Reports	Teaching Team
Location	Tadworth, Surrey
Salary	£23,400 - £27,693 per annum (FTE dependent upon experience)
Hours of Work	37.5hrs per week FTE (Full and Part time hours considered) (This contract is for 48 weeks that the school is open)
Working Pattern	Monday to Friday 09:00 – 17:00
DBS	Enhanced with Child & Adult's Barred List

Job Purpose

The role of Specialist Teaching Assistant is to provide high quality support for children with severe learning difficulties (SLD), profound and multiple learning difficulties (PMLD) and complex therapeutic, medical and health needs, placing their quality of life at the centre of what we do. Under direction from the teacher, and with support from the class team, you will be responsible for the development and education of all pupils in your allocated class.

- To support an integrated and holistic approach to education, health and care.
- To work under the direct supervision of an allocated teacher
- To support access to learning and provide general support to the teacher in the management of pupils in learning opportunities.
- To provide a high standard of direct care, including personal care.



Duties and Responsibilities

Skills and Responsibilities

- Supporting EHCP delivery in school. Under the guidance and supervision of the teacher;
 - Assists in the delivery of educational work programmes by participating in day-to-day learning activities
 - Discusses with and reports back to the teacher on the engagement in learning of pupils
 - Support the class team to maintain the learning environment.
 - Working alongside class team, support the learning and care routines of pupils
 - Work with individual pupils during learning activities as requested by class teacher
 - Works as part of a team to ensure that the wellbeing, behaviour, and personal development of pupils enhances their learning opportunities and life skills and has an understanding of pupil's happiness
 - Learns to effectively use and understand various electronic platforms (ECR, ClassDojo, Evidence PP) to support learning and monitor individual pupil progress.

Communication

- Communicates effectively with children and young people, families, and members of the inter-professional teams.
- Understands a range of communication methods and styles that could help meet the child/young person's communication needs, wishes and preferences.
- Recognises barriers to effective communication and reduces these as appropriate.
- Is able to document concise records.
- Clearly reports any concerns to senior staff and actions as instructed.
- Participates effectively in education, therapy, medical and care meetings.
- Utilise efficiently The Children's Trust Information technology systems of communication and assists Children's Support Assistants – Level 1 (and any others) in their development of effective IT skills.

Management of self and others

- Attends mandatory training, as directed by line manager, to ensure underpinning knowledge, skills and competencies are developed and attained to carry out their job effectively
- Participates in The Children's Trust development programme.
- Commitment to commence qualification – Understanding The Needs of individuals with profound Multiple Learning Difficulties – Level 2 and 3.
- Shares knowledge and skills with other members of the inter-professional team.
- Work flexibly to meet the needs of the service which operates for 48 weeks of the year Monday to Friday from 9am – 5pm.
- Work in a range of different environments including The Children's School, residential houses, residential rehabilitation and undertaking local community outings /trips.



Health and Safety

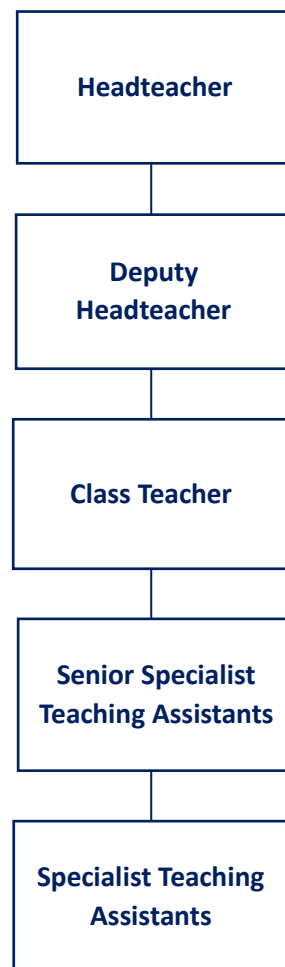
- Adheres to all Health and Safety guidelines, principles, and regulations to perform your role and comply with The Children's Trust policies and procedures.
- Provide evidence of all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

Wellbeing and Emotional Resilience

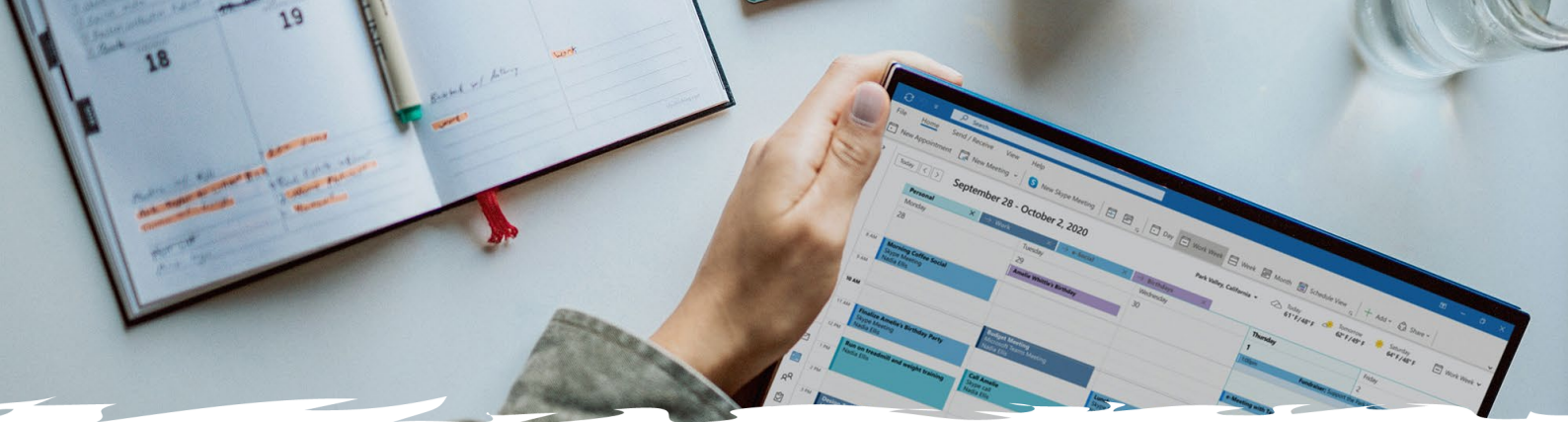
- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and others.



Organisation and Structure







Person Specification

Selection Criteria:		Essential / Desirable
Education & Qualifications	<ul style="list-style-type: none"> Commitment to complete OCN Understanding the Needs of Individuals with Profound Multiple Learning Difficulties – Level 2 and 3 	Essential
Experience	<ul style="list-style-type: none"> Previous experience of working with children/young people with Profound Multiple Learning Difficulties and complex needs. 	Essential
Skills & Abilities	<ul style="list-style-type: none"> Proficient in written and spoken English, basic numeracy, and IT skills, including using emails, digital platforms (National College, ECR, ClassDojo), MS Word, PowerPoint, Excel, Access, and MS Teams for meetings and training. Able to follow instructions and manage tasks efficiently. Able to effectively communicate with pupils and motivate them to engage in learning activities. Capable of working and communicating effectively with adult team members, with a positive approach to building professional relationships within the class team Proficient in maintaining electronic pupil records, capturing evidence photos, and reporting notable moments to teachers. Able to read and understand individual programs and support pupils with diverse educational, care, health, and therapy needs Ensure you follow and record plans for each pupil, such as care, health, and behaviour management plans. Engage in relevant training to stay competent and support pupil safety. Clinical competency will increase with experience in handling more complex needs 	All Essential
Personal Qualities	<ul style="list-style-type: none"> Commitment to the vision and values of The Children's Trust. Flexible and 'can do' attitude to competing commitments in workload. Highly motivated and reliable. Ability to cope working in a demanding environment. 	All Essential



Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Many roles at The Children's Trust are exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and as such, are subject to an Enhanced DBS check. Successful applicants will be required to complete an Enhanced Disclosure & Barring Service (DBS) check. The exceptions to this are our retail roles within The Children's Trust shops, which are subject to Basic DBS checks. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) provides that when applying for certain jobs and are activities, certain convictions and cautions 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](https://www.gov.uk/government/organisations/ministry-of-justice)

Equity, Diversity & Inclusion

At The Children's Trust we recognise how important it is to have leadership that reflects the children, young people, and families that we support. We also recognise that staff, comprised of a range of skills, backgrounds and experiences will help us to better understand the needs of those we support, and how we can best represent their interests. We, therefore, particularly welcome application from disabled people, individuals

from diverse ethnic backgrounds and those from other under-represented groups. The Children's Trust is committed to achieving equity, diversity, and inclusion (EDI) across all levels of the organisation. For further information, see: :

<https://www.thechildrenstrust.org.uk/jobs>

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

