



Hazelwood School

## Specialist Teaching Assistant

### Hazelwood School

Hazelwood is an independent co-educational Prep School for children aged between 4 and 13 years of age. It has a linked nursery, Hazelwood Early Years and Nursery, which caters for children between the ages of 6 months and 5 years. We currently have 600 children across the two sites. The Prep School is situated in 25 acres of grounds with phenomenal views over the North Downs. The nearest town, Oxted, is situated one mile away and has excellent mainline rail links into London. The M25 is easily accessible. Further details about the school can be found on our website [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk)

### Specialist Teaching Assistant role

We are currently looking for a dynamic and innovative individual, keen to work as part of an enthusiastic team of teachers and support staff. The role involves mainly in class support, with specific children in Years 1 to 5 and literacy based support for children in Year 6 to 8 who do not learn languages.

### Job Description

1. To aid the pupils to learn as effectively as possible both in group situations and individually by, for example:
  - Clarifying and explaining instructions
  - Motivating and encouraging the pupil(s) as required by providing levels of individual support and reassurance and help with learning tasks as appropriate to pupils' needs
  - Assisting with specialist and in class intervention, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
  - Using praise, commentary and assistance to encourage the pupils to concentrate and stay on task
  - Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning and delivery as appropriate
  - Providing additional nurture to individuals when requested by the class teacher or SENCO
  - Consistently and effectively implementing agreed behaviour management strategies
  - Helping to make appropriate resources to support the pupils
2. To get to know the specific learning difficulties (SpLDs) of the individual child, to attend relevant training if required, to ensure a thorough understanding of the challenges they face.
3. To promote the acceptance and inclusion of the pupils with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner.
4. Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the pupils' efforts and develop independence and self-esteem.
6. To mark pupils' work under the direction of the class teacher.
7. To support the pupils in developing social skills both in and out of the classroom
8. To support the use of ICT in learning activities and with specific programmes to support learning.

9. To provide regular feedback on the pupils' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
10. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
11. To know and apply school policies on SEND, Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
12. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
13. To be aware of confidential issues linked to home/pupil/teacher/school
14. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
15. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
16. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc
17. To accompany teacher and pupils on educational visits
18. To provide individual support, as required, during examination sessions (if necessary)

The school has a comprehensive staff handbook and induction process. Every member of staff must read the staff handbook and follow the practices, policies and procedures laid out in the document.

## **Hazelwood Competencies**

### **Building Relationships**

*Definition: To foster and promote positive, trusting and professional relations within and beyond the school community*

### **Professionalism**

*Definition: Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.*

### **Communication**

*Definition: The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.*

### **Planning and Organisation**

*Definition: the ability and desire to plan and organise effectively to meet the needs of all.*

### **Adaptability and flexibility**

*Definition: to demonstrate a willingness to be open to change, to be approachable and proactive in all aspects of your role.*

### **Teamwork**

*Definition: The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.*

## **Big Picture Thinking**

*Definition: To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.*

## **Leadership**

*Definition: To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.*

Hazelwood School is committed to safeguarding the children within its care and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work.

Hazelwood School upholds British values.

## **Terms and Conditions**

The salary is dependent on qualification and experience.