TILEWOOD SCHOOL

OUTCOMES FIRST SCHOOLS

JOB DESCRIPTION

Teaching Assistant

Tilewood School, Buckinghamshire | Part of Outcomes First Schools

Belong • Thrive • Aspire

Day to day direction from the class teacher, with guidance from the SENCo and clinical team.

Role details

Hours: 40 hours per week, Monday to Friday, 8.00am to 4.20pm, including a 20 minute unpaid break

Contracted weeks: 44.6 weeks per year

Purpose of the role

Help pupils feel safe, understood and ready to learn at Tilewood, a specialist school for ages 5 to 16. You will work primarily with autistic pupils, including children with additional communication, sensory and learning needs. You will support learning and provide personal care with patience, respect and close attention to each pupil's individual needs.

Learning and communication

- Work with the class teacher to adapt resources and deliver learning in class, in small groups and individually. Use pupil profiles and agreed plans to support progress towards Education, Health and Care Plan outcomes.
- Use each pupil's preferred communication methods, including visuals, gestures, symbols or communication devices where appropriate. Give pupils time to process, respond and make choices.
- Use predictable routines and agreed sensory and regulation strategies. Respond calmly to distress, follow individual support plans and help pupils return to learning when ready.
- Use prompts and scaffolds that build independence. Record learning through work, practical tasks and observations, and share clear feedback with the teacher.

Personal and intimate care

- Provide agreed care such as toileting, continence support, changing, dressing, handwashing and support at mealtimes, according to each pupil's plan.
- Explain each step in a way the pupil understands, seek their cooperation, attend to verbal and nonverbal signs of discomfort and respond in line with the agreed plan. Protect privacy and dignity and encourage pupils to do what they can for themselves.

- Give or support pupils with medication exactly as set out in their plan, record every dose accurately and report errors or concerns immediately.
- Support pupils' movement and positioning safely, following their plans and risk assessments and using equipment correctly.
- Follow school procedures and infection prevention measures. Record care promptly and report any changes, concerns or departures from the plan to the appropriate lead.

Safeguarding and professional practice

- Be a consistent, compassionate adult. Maintain professional boundaries and uphold the school's safeguarding, behaviour and staff conduct procedures.
- Notice and report safeguarding concerns promptly through the school's procedures, including concerns about adult conduct. Keep factual, timely records and handle sensitive information securely.
- Check plans before providing support, follow through on agreed actions and give clear handovers. Raise uncertainty or changes in a pupil's needs promptly.
- Support safe routines during transitions, breaks, lunch and agreed activities outside the classroom.
- Carry out medication, moving and handling, physical intervention and other specialist tasks only once trained, assessed as competent and authorised.
- Use physical intervention only as a last resort to prevent harm, using the least restrictive approach for the shortest time, in line with the pupil's plan and school policy. Record and report every incident promptly and take part in debriefs with the pupil and colleagues.
- Work closely with teachers, the SENCo, clinical colleagues and families through agreed channels. Engage fully in training and supervision and act on feedback.
- Carry out other reasonable duties appropriate to the role, as directed by the Headteacher or their delegate.

Team culture and Tilewood values

- Live the Tilewood values every day. Belong: everyone feels welcomed, valued and part of our community. Thrive: we create the safety and support that help everyone grow. Aspire: we hold high hopes for every pupil and for ourselves.
- Be a generous team player. Share ideas and resources, offer help before you are asked, and celebrate each other's successes.
- Help build a positive, respectful staff culture. Bring warmth and optimism, raise concerns constructively and show colleagues the same kindness we show our pupils.

Training and support

At Tilewood you will never be left to work things out alone. Your induction covers safeguarding, autism and communication, personal and intimate care, medication, moving and handling, and de-escalation and positive handling, and you will take on each part of the role only once trained. You will then have regular supervision, daily briefings and debriefs, and direct access to our SENCo and clinical team. We invest in your growth through ongoing training, recognised qualifications including apprenticeship routes, and pathways to progress within Tilewood and across Outcomes First Schools.

Essential

- Experience of working with or caring for children or young people in education, care or a related setting. (A, I, R)

- A commitment to learning and development, including completing all required training in autism, communication, personal care and safe practice, and adapting your approach to each pupil. (I, R)
- Willingness to provide personal and intimate care as a core duty. (I)
- Sound literacy and numeracy, accurate record keeping and the diligence to follow care and safeguarding procedures consistently. (A, I)
- Patience, compassion and reliability, with the ability to stay calm under pressure and seek guidance when needed. (I, R)
- A positive, team spirited approach and a genuine commitment to Tilewood's values. (I, R)

Desirable

- An understanding of autism and a willingness to adapt support to individual communication, sensory and learning needs. (A, I)
- Experience supporting autistic pupils or children with complex communication, sensory or learning needs. (A, I)
- Experience with augmentative and alternative communication, structured routines or personal care plans. (A, I)
- A relevant teaching assistant, education or care qualification. (A)
- Level 2 qualifications in English and maths, or a willingness to undertake training to achieve them. (A)

How criteria are assessed: A = application form, I = interview and task, R = references.

Safer recruitment

Tilewood School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced Disclosure and Barring Service check with a children's barred list check. It is exempt from the Rehabilitation of Offenders Act 1974, so all relevant convictions and cautions, other than protected ones, must be declared, and shortlisted candidates will be asked to complete a self declaration.

Appointment is subject to satisfactory references, verification of identity, qualifications and right to work in the UK, a full employment history with any gaps explained, confirmation of fitness for the role and, where applicable, overseas checks. In line with Keeping Children Safe in Education, online searches may be carried out on shortlisted candidates.