

## FIXED TERM TEACHING ASSISTANT - BEDFORD

How does becoming a Teaching Assistant within an outstanding organisation sound; an organisation that dedicates itself to enhancing the lives of children?

Oracle exists to give young people with very complex needs a chance to break out from a spiral of negative and sometimes risky behaviours. We provide them with the safety and positive relationships needed to build their hopes and enable them to have a better future.

People who work here want to make a difference and understand the needs of the young people and the behaviours they may present, as well as how to manage, support and influence change in relation to these behaviours.

### Job Purpose

Assist in the educational and social development of pupils under the direction and guidance of the Headteacher responsible for providing support and supervision to the pupils. In this role you will need to support the aims and ethos of the school.

### Main Duties and Responsibilities

- To contribute to the development and effective delivery of child care and manage processes and procedures in line with the philosophy of the company including
- Being alert to signs of distress or abuse.
- To talk and listen to the young people and observe and record behaviour when necessary.
- Contributing to and implementing care planning, reviews and other meetings.
- To support the young people in line with recognised techniques.
- To support and encourage the young person to take part in therapy, liaise with therapists to share information relevant to therapy, and support and reinforce therapy interventions in the home setting with the young person.
- To attend and contribute to supervisions and staff meetings as required and to have smooth and comprehensive handovers ensuring reporting rules and guidelines are adhered to.
- To be able to physically intervene and restrain young people following appropriate training.
- To attend training when required.
- To support the young person in the classroom/school environment and to utilise time effectively when support is not required.
- To undertake all tasks and duties as directed by the HLTA or Headteacher to support young people and manage and monitor pupil risk during educational activities.
- To fully participate and support young people during outdoor/ indoor activities.

### Teaching

- To support the aims and ethos of the school.
- To assist the Teachers, including the:
  - Supervision of pupils during lessons and break times.
  - Participation in lesson activities when necessary.
  - Providing support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
  - Liaise with staff in relation to the educational plan process.
  - Prepare and present displays of students' work.

- Work with other professionals, such as Therapists and Occupational Therapists, Residential Care Workers as necessary.
- Attend team and staff meetings as and when required.

### **General Administrative**

- Provide admin support to the Education Team.
- Support Class Teachers in photocopying and other tasks in order to support teaching.
- Document progress reports as and when required.

### **Qualification, Skills and Education**

*In exceptional circumstances, when mandatory criteria is not met, it may be possible to make an offer subject to the required qualification or licence to be obtained in a set period of time*

- Qualified to GCSE Level including Math, English & Science.
- A Level 3 Qualification or above in child studies or education.
- General experience in a school setting.
- Experience working with young people with challenging behaviour/special needs
- Excellent written and verbal communications skills with a high level of confidentiality
- Excellent planning and organisational skills
- Self-starter who demonstrates a high level of motivation and commitment
- Full manual driving licence

### **Desirable**

- Knowledge of National Minimum and Ofsted/ISI Standards
- Knowledge of National Curriculum
- Experience of working within a team with a multi-agency approach

### **We Offer**

- Competitive package
- Pension Scheme
- Career Progression

If you would like to discuss this opportunity further, please call Katie 01525 864413 for an informal chat or to request an application pack. You can also request an application pack for this position by emailing [katiawalbypayne@oraclecare.com](mailto:katiawalbypayne@oraclecare.com)

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