

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Higher Learning Teaching Assistant (Hospital School)
<b>Grade</b>	4
<b>Service</b>	Hospital Education Service
<b>Reports to</b>	Liz Morshead
<b>Location</b>	University Hospital Coventry & Warwickshire
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

To contribute to improving outcomes for pupils by providing support, guidance and supervision.

## Main Duties & Key Accountabilities

### Core Knowledge

- Supervise and support the teaching, and related activities, of individuals or groups of pupils to facilitate their learning as well as their social and emotional wellbeing.
- Use appropriate skills to undertake those activities necessary to meet the learning, social and emotional needs of individuals and groups of pupils, including those with Special Educational Needs and Disabilities.
- Monitor individual pupils' progress, achievements and development needs, reporting to the responsible staff as appropriate.
- Take a lead role in the support and progress of identified pupils on the wards, including those with SLD and PMLD.
- Oversee the daily registers and electronic database for Secondary aged pupils, inputting information accessed from patient records and ensuring records are kept updated.

### **JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OR ALL OF THE FOLLOWING:**

1. Assist the teaching staff with the planning of learning/wellbeing activities, preparing or modifying work for individuals as directed.
2. Establish constructive relationships with pupils and their parents/carers, and with other stakeholders on the wards.
3. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the office/classroom and on the wards.

4. Ensure that pupils are able to safely use equipment and materials provided.
5. Take a lead role in the support and progress of identified pupils on the wards, liaising with other teaching staff, medical staff, parents/carers and relevant agencies.
6. Assist the teaching staff in liaising with other professionals and reporting information from/to parents/carers, contributing to meetings to discuss a specific pupil's progress as appropriate.
7. Provide support to teaching staff by undertaking photocopying, recording, equipment cleaning and other administrative tasks, as requested.
8. Assist at the appropriate level, and within the protocols of InspirED Pathways and UHCW with the provision of general support for the welfare of pupils.
9. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate InspirED Pathways staff.
10. Support and contribute to the overall ethos/work/aims of InspirED Pathways.
11. Work across InspirED Pathways sites to meet the demands of the service.
12. Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
13. Attend and participate in relevant meetings, CPD sessions, etc. as required.
14. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Parents/Carers Medical Staff Social Workers	<b>Internal</b> Teachers Teaching Assistants
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Understanding of relevant legislation regarding children and young people with SEND and additional needs	
Knowledge of Primary and/or Secondary Curricula and/or a Special School Curriculum	
Understanding of the effective ways to approach pupils with a variety of emotional and mental health needs.	
Knowledge of safeguarding policy and practice	
Understanding of GDPR and Confidentiality	
<b>Skills and Abilities</b>	
Ability to work constructively as part of a team.	
Effective skills in using and maximising the potential of ICT software and hardware.	
Ability to build positive working relationships with pupils and adults.	
Ability to communicate and work constructively with parents and other agencies.	
Ability to evaluate wellbeing and learning needs.	
Ability to work calmly, proactively and flexibly in a fast-paced environment.	
<b>Experience</b>	
Experience of working with Primary or Secondary-aged pupils (including those with SEND) in mainstream and/or Special Schools.	
Experience of working in a public-facing role.	
<b>Qualifications</b>	
Good Literacy and Numeracy skills.	
NVQII for teaching assistants or equivalent qualifications and experience.	
Evidence of continuing professional development.	

<b>Special Requirements</b>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

<b>Date Created</b>		<b>Date Reviewed</b>	December 2025
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