



Coventry City Council

Job Description

Job Title:	Teaching Assistant	Job Number:	
Services:	Hospital Education Service	Grade:	3
Location:	UHCW		

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.

Job Purpose:

To support teachers in the delivery of the curriculum to pupils of statutory school age on the Children's Ward in a General Hospital (UHCW) and to support pupils with additional and special needs in overcoming barriers to learning whilst an in-patient.

Main Duties and Responsibilities:

- To support teachers in the delivery of the curriculum to pupils across key stages 3-4, primarily in a hospital setting on the children's wards at UHCW.
- Provide assistance to learners in a range of curricular activities.
- To prepare and maintain a safe learning environment including setting out and preparing materials for planned learning activities as well as maintaining the learning environment between lessons and at the end of the school day.
- Assist those with additional learning needs to participate successfully in a full range of learning activities.
- To assist in promoting positive relationships, behaviour and independent learning.
- To contribute to the planning and evaluation of teaching and learning activities.
- To observe pupil performance, development and progress.
- To contribute to self-evaluation processes within the Service.
- To develop and promote relationships with colleagues from other agencies.
- To assist teachers in writing and maintaining pupil records.
- To initiate and maintain display boards.
- To assist teachers in preparation of lesson materials e.g. photocopying etc.
- To set a good example of high standards of dress, punctuality and attendance.
- To promote the safeguarding and wellbeing of pupils by executing Service policies and procedures.
- To work with pupils on a one-to-one basis or in small groups as directed by teaching



Coventry City Council

staff/SENCo.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:	N/A	Responsible to:	Sharon Cutler
Date Reviewed:	June 2022	Updated:	



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of the curriculum taught in schools and academies.
	<ul style="list-style-type: none">• Have an understanding of children's learning needs, especially those experiencing interrupted education.
	<ul style="list-style-type: none">• Knowledge of the range of accredited courses to pupils particularly at key stage 4.
	<ul style="list-style-type: none">• Knowledge of the challenges facing SEND provisions.

Skills and Abilities:	<ul style="list-style-type: none">• Ability to be flexible and responsive to changing demands.
	<ul style="list-style-type: none">• Ability to effectively communicate with a range of audiences; pupils, parents, colleagues and other agencies.
	<ul style="list-style-type: none">• Have excellent organisational skills and the ability to prioritise appropriately.
	<ul style="list-style-type: none">• Ability to work in an emotionally draining environment and keep a professional distance from what can sometimes be upsetting situations.

Experience:	<ul style="list-style-type: none">• Experience of working with children and young people in a range of settings.
	<ul style="list-style-type: none">• Experience of responding to ever changing demands.
	<ul style="list-style-type: none">• Experience of effectively working as part of a team.
	<ul style="list-style-type: none">• Experience of supporting pupils with SEMH/ASD/Poor Physical and/or Mental Health

Educational:	<ul style="list-style-type: none">• Educated to GCSE Grade C level and above.
	<ul style="list-style-type: none">• Evidence of continued and ongoing professional development.
	<ul style="list-style-type: none">• Commitment to personal development.

Special Requirements:

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed:

June 2022

Updated:

