



SEND Teaching Assistant– Hospital School JOB DESCRIPTION

Job Title:	Teaching Assistant-SEND
Contract Type:	Term-time only, 39 weeks
Salary:	Scale L4, Point 18-21 £26,700 - £27,900 (FTE £31,980-£33,384)

1. Purpose of the Role

To supervise, support, and enhance the learning experience for pupils with complex medical needs and SEND across all phases, whether they are learning on the ward or in the schoolroom. Working under the guidance of the team leader or a senior member of the teaching staff, the Teaching Assistant ensures high-quality, personalised support in both 1:1 and teacher-led sessions, actively contributing to the wider school environment, pupil wellbeing, and whole-school improvement.

2. Key Responsibilities

A. Teaching, Learning, and Curriculum Support

- Undertake structured and agreed learning activities, dynamically adjusting your approach according to pupil responses and needs within the schoolroom or on the wards.
- Support the delivery of high-quality education, including those with special educational needs by assisting the teacher with resource preparation and facilitating the effective use of ICT to enhance learning.
- Prepare, maintain, and support pupils in the use of specialised equipment, approaches and resources required to meet specific lesson plans.
- Actively support the work of all children, fostering an inclusive, equitable, and engaging atmosphere

B. Environment and Schoolroom Organisation

- Create and maintain a purposeful, orderly, and supportive learning environment that aligns with teaching objectives and SEND need
- Ensure the schoolroom is prepared daily for morning and afternoon sessions, maintaining high standards of organisation and clinical hygiene (e.g., preparing

resources, organising paper stock, tidying side rooms, and sanitising tables and surfaces).

- Prepare and mount high-quality displays of pupils' work and photos to celebrate achievement and enhance the learning environment.
- Act as a professional ambassador for the school, welcoming and supporting visitors, NHS teams, and families to the schoolroom

C. Data, Quality Assurance, and Reporting

- Monitor pupils' engagement and responses to learning activities, accurately recording achievement and progress as directed.
- Provide detailed, regular, and constructive feedback to teachers regarding pupil progress, achievements, and any challenges.
- Undertake comprehensive pupil record-keeping, including daily maintenance of the school database, maintaining school registers, and assisting with pupil reports.
- Collate individual pupils' schoolwork to ensure accurate tracking of their educational journey.

D. Developing Self and Team Working

- Liaise closely with teaching staff to gather ward availability and crucial pupil profile information.
- Participate positively in school staff meetings and collaborate effectively with colleagues to ensure a consistent, high-quality approach across the setting.
- Engage proactively in continuing professional development (CPD) and training opportunities linked to the School Improvement Plan and Performance Management Reviews.
- Support the planning, preparation, and delivery of special school events

E. Safeguarding and Clinical Context

- Model exemplary safeguarding practices, ensuring strict adherence to child protection, health, safety, security, and data protection/confidentiality policies at all times.
- Promote and safeguard the welfare of all children and young people, ensuring this commitment is shared across the setting.
- Operate safely within a complex clinical context, adhering strictly to infection control policies and being prepared to support specific children in areas of infection as directed.

3. General Duties

- Actively implement and uphold all School Policies and values.
- Contribute to the effective day-to-day organisation and smooth running of the school.
- Undertake any reasonable tasks of a similar nature and level as directed by the Headteacher or management

4. Professional Standards

- This role is to be performed in accordance with the provisions of the School's NJC APT & C Pay & Conditions document.
- The postholder will work within the range of duties set out in locally agreed conditions of employment, fulfilling the professional responsibilities expected of the role