



Job Description – Teaching Assistant (Offsite)

Reports to:	Offsite Intervention Coordinator
Direct reports:	n/a
Location:	West Heath School – Sevenoaks
Hours:	32.5 hours per week/ 39 weeks per year
The School:	

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the Role:

Teaching Assistant at West Heath School will aim to support the School's mission statement, 'Rebuilding Lives through Education', by improving students' academic outcomes and promoting their social, emotional and mental health needs. To do this we need to work collaboratively and always as a team, which is essential to the students' success and achievement.

Offsite Intervention Assistants support students' social, emotional, behavioural, mental health, and academic development through a relational and trauma-informed approach. Working as part of a multi-disciplinary team, they provide consistent, attuned support both within the school, under line management guidance, and in collaboration with offsite providers. The role emphasises the importance of building trusting relationships, promoting emotional safety, and ensuring a coherent, integrated approach to each student's provision across settings.

Main Duties and Responsibilities

- To provide appropriate guidance, support, set boundaries and nurture the students whilst they attend off-site provisions
- To drive students and support students at their offsite provisions.
- To be adaptable and think on your feet, always keeping in mind the end goal for the students you are working with and the provision's expectations
- To support students with their education, providing support for the duration of the provision and 1:1 environments as directed by the teacher, line manager or provision lead.
- Support social interaction between students at social times as guided by your Line Manager
- Support students when they are unable to engage with a provision, including those who abscond

- To lead by example, acting as an appropriate positive role model to all students remembering that the children are vulnerable and impressionable. Always ensure that students receive a fresh start every provision and every day
- Support teachers/ session leaders to best meet the needs and requirements of the students' education
- To be professional at all times, towards both the students, staff, parents visitors and providers/facilitators.
- Be consistent in your approach and have a firm, yet fair manner
- To be a reflective practitioner, always striving to improve your practice
- Be creative in your approach and open to new ideas
- Contribute towards new strategies and approaches, ensuring you exhaust all available routes of support to the students
- To be flexible and adaptable depending on the day-to-day requirements of the school
- Undertake physical intervention 'Team Teach' training and use skills as and when required
- To ensure a record of attendance and the student's activities offsite is made and evidenced to provide data for reporting and inspections.
- To offer pastoral support to students who are struggling to emotionally regulate during offsite provisions.
- To work in any area of the school as required.
- To attend reflective group meetings

Safeguarding:

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School and partner providers.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department, wider school community and partner provisions.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary whilst offsite and at events and meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.
- To ensure that professional standards are met; deadlines are met and adhered to; that LSA briefings and meetings are attended in a punctual matter and ensuring that student documents are regularly reviewed and updated.



PERSON SPECIFICATION: Teaching Assistant (Offsite)

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
Qualifications	- Level 2 English and Maths - Level 2 or 3 Teaching and Learning Support qualification and relevant qualification	- First Aid - Team Teach
Experience	- Experience working as a Teaching Assistant/ Support Assistant, in a school setting - Working 1:1 or with groups of students	- Experience in SEN/ SEMH School - Experience in behaviour management, SEMH, or working with vulnerable young people
Knowledge and skills	- Pastoral skills - Good standards of written and verbal English - Organised and Pro-active - How to support learning in a classroom or pastoral setting - Excellent Microsoft office skills - Additional relevant skills/ hobbies which will support the students learning.	Attachment Aware and Trauma Informed Education/ Therapy models
Competence	- Professional - Ability to follow procedures/policies - Ability to work as part of a team and independently - Ability to communicate effectively with students - Ability to take the initiative when required - Ability to be confidential and sensitive. - Teach and plan lessons - Ability to drive and support students off site	
Personal Qualities	- Resilient - Compassionate - Forgiving - Nurturing - Strong work ethic - Ability to work in a way which reflects the School's values/ ethos.	

	• Working practice which encompasses equal opportunities. • Willingness to address challenging issues with clarity of purpose and diplomacy • Ability to work under pressure and deal effectively with emerging situations.	
Other	• Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. • Full Driving Licence and willing to drive school vehicle	• Minibus driver

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.