

## The Nest

### Higher Level Teaching Assistant – Job Description



#### As a member of staff within the Nest, the post holder is required to:

1. Consistently conduct his/her role in order that the Nest's vision of aspiring to be the best is achieved for all pupils.
2. Continually contribute to the Nest's success through its ethos and values.
3. Safeguard all pupils and support the Nest's culture to make everyone feel safe, by ensuring the Nest's policies on Safeguarding, Health and Safety, confidentiality and data protection are rigorously implemented and promoted at all times.
4. Promote a culture of inclusion within the Nest as a whole where all voices are heard, respected and acknowledged.
5. Consistently secure good pupil behaviour, dealing promptly with conflict and incidents in line with Nest policy and the therapeutic thinking approach.
6. Contribute to the wider life and ethos of the Nest.
7. Be kind and calm.

#### The specific duties of the role are:

- **Providing PPA Cover**

1. Provide PPA cover as part of our weekly programme of PPA – exact duties to be agreed.

- **Supporting the pupils**

1. To develop a knowledge of a range of learning support needs relevant to the Nest.
2. To develop an understanding of the specific needs of pupils to be supported.
3. To aid the pupils to learn as effectively as possible both in group situations and individually, inside and outside of the classroom. For example:
  - Clarifying and explaining instructions
  - Ensuring the pupil is able to use necessary equipment
  - Motivating and encouraging the pupils
  - Assisting in areas of specific weakness, such as speech and language or writing tasks
  - Helping pupils to concentrate on and finish work set
  - Attending to pupils' personal and health needs
  - Developing appropriate resources to support the pupil/s
  - Assisting in the management of pupils' social interactions and behaviour
4. To establish a supportive relationship with the pupils rooted in kindness and respect.
5. To manage pupils as advised by the unit lead and class teacher.
6. To use methods of promoting / reinforcing the pupils' self-esteem that align with the therapeutic thinking approach.
7. To ensure the safety of the pupils while in your care.
8. To carry out any specific duties as outlined in the pupils' individual plans.

- **Supporting the Nest**

1. To help to foster links between home and Nest.
2. To participate in relevant professional development.
3. To be aware of and follow Nest policies and procedures.
4. To maintain confidentiality at all times.
5. To complete any other task as directed by the headteacher.