

organization

WOODSIDE LODGE OUTDOOR LEARNING  
CENTRE  
WOODSIDE FARM  
WOOD LANE  
QUORN  
LEICESTERSHIRE  
LE12 8DB

## Support Worker/Teaching Assistant Job Description

School: Woodside Lodge Outdoor Learning  
Centre - Education

Reports To: Headteacher/Deputy Head Teacher

<b>Why</b>	<p><b>Job Summary:</b></p> <ul style="list-style-type: none"> <li>To give 1:1 support to a specified student</li> <li>Ensure a high standard of autism specific support for children with autism</li> </ul>
<b>What</b>	<p><b>Principle Accountabilities</b></p> <ul style="list-style-type: none"> <li>Provide the highest standard of support, assisting children in achieving their maximum potential.</li> <li>Be responsible for the behaviour management and organisation of the school day for the specific individual</li> <li>Be responsible for supporting the provision of an appropriate curriculum and range of teaching methodologies which meet the needs of the specified individual</li> <li>Contribute extensively to the process of continuous development and improvement, with specific responsibility for quality assurance within the school</li> <li>Maintain a supportive atmosphere and protect the welfare of each child in the school</li> <li>To adhere to all organisational policies and procedures</li> <li>Job Descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.</li> </ul>
<b>Competence</b>	<p><b>I am committed to making a difference</b> I commit to Woodside Lodge Outdoor Learning Centre aims, objectives and values. I display a positive approach in the way I work and contribute to the wider needs of the organisation and its stakeholders either directly or indirectly. At work I overcome difficulties, setbacks and pressure, to get things done because I understand the impact of autism. I recognise and encourage commitment in others.</p>
	<p><b>I work in partnership</b> I build trust and partner with colleagues, other agencies and key people to facilitate the best outcomes for the Woodside Lodge Outdoor Learning Centre and/or people with autism. I overcome barriers and difficulties to bring people together and utilise relationships internally and externally to maximise service provision and/or the use of resources. I support colleagues to achieve our objectives.</p>
	<p><b>I adapt to changing priorities</b> I adopt a flexible, proactive approach to get the job done. I am responsive to change and recognise when tasks are urgent and/or important, taking appropriate action. I prioritise activities and know when to say 'no'. I deal positively with last minute changes and interruptions. I look for practical solutions and know when to find different ways to achieve an objective.</p>

	<p><b><u>I develop new and existing activities</u></b>  I promote, develop and grow Woodside Lodge Outdoor Learning Centre services and reach. I identify gaps in our activities and services, making the case for growth. I know when to share what works well and when something new is needed. I think creatively and practically about WOODSIDE LODGE activities and services. I seek best practice, building on others' new, alternative ideas and ways of doing things.</p>	
	<p><b><u>I achieve professional standards</u></b>  I comply with legislation, regulatory standards, WOODSIDE LODGE policies and procedures and quality standards. I know where to find copies and where to get advice on them. I work in a systematic, organised and methodical way. I accurately record, monitor and use data in accordance with laid down policies and procedures. I use my time and resources safely and efficiently.</p>	
	<p><b><u>I cooperate with others to work safely</u></b>  I understand the health and safety risks associated with my job and work responsibly with others to reduce them. I have a positive attitude to safety that causes me to care about the wellbeing of others as well as myself.</p>	
<b>Person Specification</b>	<p><b>Criteria which will be used in short listing and selecting candidates.</b></p> <p><b><u>Skills/Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Driving licence essential</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Autism/SEN Language Difficulties essential</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Worked with young people with autism</li> </ul>	
<b>Context</b>	<p><b><u>Interfaces</u></b></p> <p>Internal</p> <ul style="list-style-type: none"> <li>• All school employees</li> <li>• Children</li> <li>• SaLT</li> <li>• Teachers</li> </ul>	<p>External</p> <ul style="list-style-type: none"> <li>• Parents</li> <li>• Local Authority</li> <li>• Connexions</li> <li>• Work experience providers</li> <li>• Other schools</li> </ul>
	<p><b><u>Environment</u></b></p>	<p>Work: Office: Woodside Lodge  Travel: Occasional  Hours: 32.5 per week</p>
	<p><b><u>Scope</u></b></p>	<p>Financial: to be confirmed  People: Support Staff  Resources: IT, School/Residential equipment/facilities</p>
	<p><b><u>Safeguarding Responsibilities</u></b></p>	<p>Woodside Lodge Outdoor Learning Centre is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment.</p>