



Job description	
Job title	Hospital & Home Tuition support Assistant
Grade	F
Directorate	Children's Services
Section/team	Inclusion – Hospital and Home Tuition Service
Accountable to	Service Manager
Responsible for	
Date reviewed	January 2025

Purpose of the Job

Under the direction of the Team Manager, the Special Support Teaching Assistant will provide direct support to children and young people across a range of settings with varying degrees of needs to enhance their overall learning and independent development, alongside their peers.

This will involve direct adult support in day-to-day activities, access to the curriculum and developing self-help skills within a hospital setting, a child's home or in a setting as identified by the Team Manager. The Special Support Teaching Assistant will also provide additional modifications and materials as required by the individual pupil

Duties and Responsibilities

- 1) To work with the Team Manager and other education professionals in planning activities and lessons to ensure access and inclusion of pupils under the team.
- 2) To provide the necessary modifications and adaptations to materials and resources as required to ensure that access and inclusion is achieved in consultation with the Team Manager and other education professionals.
- 3) To encourage and motivate pupils to ensure the development of good self- esteem and wellbeing.
- 4) To provide targeted support to enhance learning and improve attainment by;
 - a) Providing alternative approaches to learning as required e.g. pre/post tutoring, to ensure understanding and reinforce key points;



withdrawal sessions for the promotion of specialist skills, i.e, independence and social skill development; small group work to build on skills being acquired, to assist pupil to remain on task; break down instructions into smaller steps etc.

- b) Reinforcement of the use of specialist equipment or adapted material as required
 - c) Ensuring any specialist equipment and materials are accessible by the pupil at the right time and developing the pupil's own responsibility for learning over time.
 - d) To provide constructive feedback to the Team Manager and other education professionals and to the individual child/young person on progress made and any difficulties encountered.
 - e) Overseeing practical activities where health and safety is a consideration as appropriate to the child's age and ability.
 - f) Supporting the child/young person in activities to promote independence and social skill development
- 5) Be prepared to work flexibly with a number of children and young people with varying degrees of needs across all age groups and settings across the Borough.
 - 6) Be willing to engage in continuous professional development as required for the benefit of oneself and that of the individual child and young person being supported and being able to support those children in the development of those additional skills as appropriate
 - 7) Be a proficient user of general ICT and be willing to learn and become proficient in the use of additional ICT systems as instructed by the Team Manager.
 - 8) To provide information verbally and in written format to the Team Manager and other education professionals on how well the child/young person is engaging in activities and lessons and what intervention strategies were employed as part of the on-going assessment process.
 - 9) To promote the social and emotional development and self-advocacy skills of the child/young person.
 - 10) To contribute to the day to day maintenance and organisation of resources.
 - 11) To maintain confidentiality in all aspects of their work with children and young people and maintain GDPR regulations.



- 12) To assist in the delivery of training and modelling of intervention strategies under the direction of the Team Manager and other education professionals.
- 13) To attend full and team service meetings and to contribute to those meetings about the child/young person as required.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out and maintained
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.