

Children & Young People's Service



The Dales School

JOB DESCRIPTION

POST: Advanced Teaching Assistant (Special School)	
GRADE: Grade G	
RESPONSIBLE TO: HLTA/Teacher /Member of school leadership team	
STAFF MANAGED:	
POST REF:	JOB FAMILY: E F
JOB PURPOSE:	<p>To work, under the direction of the class teacher and other appropriate staff, in assisting in and contributing to the planning, delivery assessment and evaluation of the learning process. The post holder will work in classes supervising groups and /or individual pupils and will assist in the induction and development of classroom support staff.</p> <p>To assist in the induction and development of classroom support staff as required.</p>
JOB CONTEXT:	<p>The Dales School is a LA Community Maintained School for 2-16 year old children and young people with severe and complex learning needs including physical disabilities and medical conditions. The school has a generic P16 Department and will be required to work with pupils with challenging difficulties to help them overcome barriers to learning.</p> <p>Place of work is The Dales School in Morton-on-Swale but may also involve working in other places to support off-site learning or Outreach/in-reach provision.</p> <p>Due to the nature of the children's needs, the post-holder must be able to meet the physical demands and duties of the role.</p> <p>This job description includes the duties and responsibilities of working in a special school and incorporates the previous SEND allowance which is no longer applicable</p> <p>The post-holder will need to</p> <ul style="list-style-type: none"> • To have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations. • To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users. <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational	Teaching & learning

- Lead and provide support for learning activities for individual pupils or groups of pupils with planning provided by a qualified teacher or HLTA, working to differentiated and adapted learning activities to suit the needs of the pupils.
- Support children with disabilities or special educational needs through the provision of care and encouragement to the child or young person
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning
- Support learning by preparing classroom materials and learning areas, and undertaking minor clerical duties e.g. photocopying and displaying pupils work
- Assist in transporting and escorting the children & young people on visit's and acting as lead in the planning and duration of these visits
- Assist the teacher in planning and organising learning activities for pupils
- Maintain suitable learning environments setting up activities in a morning and tidying away at the end of the day

Assessment & Evaluation

- Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students
- Observe, record and report on pupil performance, drawing any issues to the teacher's attention
- To contribute to school moderation processes
- Contribute to School's formative and summative assessment and reporting systems eg recording online assessments; post-it observations; updating PRA files; electronic digital image annotations; report writing and PLI setting

Behaviour Management

- Assist Middle Leaders in the implementation, monitoring and recording of appropriate behaviour management and teaching & learning strategies as agreed in Behaviour Support Plan
- Work with children and young people with additional requirements to meet their personal support needs eg communication, sensory, SEMH
- Responsible for promoting positive behaviour amongst all pupils and for working with pupils, staff and parents/carers to support with challenging behaviour in line with the School's behaviour policy.
- Work directly with pupils with challenging behaviour including one to one, small group and in class support as well as in offsite situations.

Supporting Health & Care Needs

- Administer emergency, daily medication, medical routines (with appropriate training, as detailed in a pupil's health care plan) and keep accurate records
- Carry out tasks associated with pupils' personal needs, including toileting, hygiene, dressing, feeding, (including personal intimate care) and welfare, including physical and identified health needs (under the direction of senior staff), whilst encouraging independence
- Assist in moving and handling individuals using specialist equipment as required
- Work with pupils on therapy or care programmes, designed and overseen by a therapist or care professional.
- Assist children & young people with their feeding needs, which may be complex
- Work with pupils on therapy or care programmes, designed and overseen by a therapist or care professional
- Contribute to the planning, organising and implementing individual development and care plans for pupils, and contribute to reviews
- Contribute to maintaining accurate pupil records linked to daily routine e.g. toileting, medication

	<ul style="list-style-type: none"> • Demonstration of own duties and specialist equipment to other support staff as required • Required to use, clean and maintain specialist equipment e.g. specialist chairs, walking devices, lifting equipment and communication aids <p>Professional Development</p> <ul style="list-style-type: none"> • To assist in the induction and development of classroom support staff as required. • Participate in the performance management process • Participate in staff meetings • Participate in training and other learning activities to keep knowledge and skills up to date • Formally cascade and feedback on course content <p>Other:</p> <ul style="list-style-type: none"> • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, and assist in ensuring that examinations comply with the Examination Board Regulations • Support the school's inclusion and outreach programme which may mean working in other schools or homes for periods of time as directed by LMT. • Undertake rota duties as required
Effective Communication and engagement with children, young people, their families/ and multiagency working	<ul style="list-style-type: none"> • Liaise with external agencies, other professionals, staff, parents/carers as appropriate e.g. to provide updates on progress • Use other appropriate forms of communication when needed • Communicate and establish effective relationships with the children & young people, using appropriate communication aids and methods where appropriate • Provide support and encouragement to children & young people • To support Middle Leaders in communications with families eg articles for Newsletters, letter to parents, about events, Social Media etc • Know the value and expertise you bring to a team and that brought by your colleagues. • Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people, raising concerns as appropriate; understanding the importance of sharing information, how it can help and the dangers of not doing so. • Relate, recognise, understand and evaluate risks to safeguard the welfare of the children & young people • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for or come into contact with. • Understand own role, its limits and the importance of providing care and support. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and comply with safer working practices. • Be aware of own (and others') professional boundaries.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection (GDPR), Information Security and Confidentiality • Share information confidentially about pupils with other staff, parents/carers, internal and external professional as appropriate • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial

	<p>health and safety responsibilities as defined in the Health and Safety policy and procedure</p> <ul style="list-style-type: none"> • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	January 2021

PERSON SPECIFICATION

JOB TITLE: Advanced Teaching Assistant (Special School)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of complex associated needs e.g. behaviour, medical, physical, sensory, autism • An understanding of child/young people’s development and learning processes • An understanding that children/young people have differing needs and knowledge of inclusive practice 	<ul style="list-style-type: none"> • Knowledge of Health & Safety legislation & procedures for recording accidents • Knowledge of child protection legislation and safeguarding procedures • Knowledge of behaviour management techniques • Knowledge of Makaton
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children and young people 	<ul style="list-style-type: none"> • Experience of administering medication and keeping appropriate records • Experience of working with children and young people with moderate, severe, profound and multiple learning difficulties in an educational setting
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, • Good observation skills • Caring skills • Ability to work successfully in a team • Ability to informally risk assess conditions and make appropriate decisions in emergency situations • Ability to relate to children & young people • Good written and verbal communication skills; able to communicate effectively and build good relationships with all teachers, children, young people, families and carers 	<ul style="list-style-type: none"> • Creativity

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Confidentiality • Ability to prevent and/or manage challenging behaviour. • Good reading, writing and numeracy skills • Ability to be solution focused 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Childcare qualification at level 3 or equivalent • Willingness to undertake training to meet the requirements of the role e.g. manual handling, first aid training 	<ul style="list-style-type: none"> • First Aid qualification • Level 3 qualification or equivalent to evidence good numeracy and literacy skills
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging and injurious behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity • Flexibility 	