

## Job Description and Person Specification

### Specialist SEMH&L TA – The Key

Job Details	
<b>Grade</b>	4
<b>Service</b>	SEMH&L Team
<b>Location</b>	Intervention Bases located around the city
<b>Job Evaluation Code</b>	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<ul style="list-style-type: none"> <li>• To work with primary aged children at risk of exclusion, under the direction of the teacher in the base and in their mainstream school.</li> <li>• To provide support within the classroom to build solution focused relationships and a nurturing, enabling environment.</li> <li>• To support the integration of pupils into their school following intervention.</li> </ul>

## Main Duties & Key Accountabilities

- Supporting children in a range of curricular activities under the direction of the teachers and support the delivery of an enriched curriculum to address children's individual needs.
- Using and modelling a range of positive behaviour strategies which engage challenging pupils and build secure and supportive relationships to foster resiliency and improved outcomes.
- Planning, delivering and adapting targeted programs of work to groups and individuals.
- Maintaining individual monitoring and recording of progress.
- Engaging children in purposeful play at break times.
- Supporting the reintegration of pupils back into school.
- Assisting the teachers in supporting positive home-school links and initiatives.
- Attending staff meetings and CPD opportunities as directed.
- Transporting children as and when required.
- Contributing to a positive ethos in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Maintaining and developing working partnerships which foster supportive and effective outcomes for pupils, staff and parents/carers.
- Undertaking any other duties and responsibilities within the range of the salary grade.

## Key Relationships

External:	Children and young people, parents/carers Schools and other educational settings Health Other Local Authorities	Internal:	Service areas in Children's Services e.g.: Social Care MASH Virtual School (for looked af- ter children) SEND services Early Help
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<b>Standard Information</b>
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

<b>Responsible for</b>
N/A

<b>Person Specification</b>	
<b>Requirements</b>	
Knowledge	Understanding of the SEND Code of Practice, child protection and equal opportunity policies.
Knowledge	Understanding the needs and characteristics of children across the age range of 4 to 11 years
Knowledge	Understanding of, and a sympathetic approach towards, the difficulties likely to face children with behavioural, emotional and social difficulties
Skills And Ability	Establishing positive relationships with children, teachers and parents/carers
Skills And Ability	Demonstrating a calm approach when dealing with difficult situations and be supportive, patient and caring
Skills And Ability	Delivering programs of support to pupils
Skills And Ability	Applying information discussed through supervision and responding appropriately
Skills And Ability	Remaining composed and empathetic when managing challenging situations, ensuring individuals feel heard and supported.

Skills And Ability	Working on their own initiative with good organisational skills and time management
Experience	Recent extensive experience of working in a school or service setting with children aged 5-11 years as an educational assistant, special school assistant or similar
Qualification	Maths and English Grade 4 or equivalent Higher Level Teaching Assistant or NVQ2/3 desirable
Special Requirements	To be able to travel around a variety of schools throughout a day to conduct support visits for pupils.

<b>Declaration</b>			
Reviewed/Created By:	Dawn Neale / Marie Rowley		
Job Title:	Intervention Managers	Date:	03.03.2025