



Coventry City Council

Job Description

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| Job Title: | Higher Level Teaching Assistant The Key/Gateway | Job Number: | |
| Service: | SEMH & Learning | Grade: | 4 |
| Location: | Provision Bases located around the city | | |

Our values:

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.

Job Purpose:

1. To work with primary aged children at risk of exclusion, under the direction of the teacher in the base and in their mainstream school.
2. To provide support within the classroom to build solution focused relationships and a nurturing, enabling environment.
3. To support the integration of pupils into their school following intervention.

Main Duties and Responsibilities:

1. To support 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.
2. To use and model a range of positive behaviour strategies which engage challenging pupils and build secure and supportive relationships to foster resiliency and improved outcomes.
3. To plan, deliver and adapt targeted programs of work to groups and individuals.
4. To maintain individual monitoring and recording of progress.
5. To share with teachers, supervision of children at break times.
6. To support the reintegration of pupils back into school.
7. To assist the teachers in supporting positive home-school links and initiatives.
8. To attend staff meetings and CPD opportunities as directed.



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9. To transport children as and when required.
 10. To contribute 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.
 11. To maintain and develop working partnerships which foster supportive and effective outcomes for pupils, staff and parents/carers.
 12. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Keys Provision Manager

Date Reviewed:

Updated: July 2022



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Person Specification

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|-------------------|--|--------------------|
| Job Title: | Higher Level Teaching Assistant The Key/Gateway | Job Number: |
| Service: | Coventry SEND Support Service – SEMH & Learning | Grade: 4 |
| Location: | Provision Bases located around the city | |

| Area | Description |
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| Knowledge: | <ul style="list-style-type: none"> • Knowledge and understanding of the Code of Practice • An awareness of the needs and characteristics of children across the age range of 5 to 11 years. |
| | <ul style="list-style-type: none"> • An awareness of, and a sympathetic approach towards, the difficulties likely to face children with behavioural, emotional and social difficulties. |
| | <ul style="list-style-type: none"> • An awareness of child protection issues and equal opportunity issues. |

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| Skills and Abilities: | <ul style="list-style-type: none"> • Able to relate well with children, teachers and parents. |
| | <ul style="list-style-type: none"> • Good literacy and numeracy skills. |
| | <ul style="list-style-type: none"> • Able to demonstrate a calm approach when dealing with difficult situations and be supportive, patient and caring. |
| | <ul style="list-style-type: none"> • Able to accept supervision and respond appropriately. |
| | <ul style="list-style-type: none"> • Able to deliver programs of support to pupils. |
| | <ul style="list-style-type: none"> • Able to work on their own initiative. • Good organisational skills and time management. • To empathise with individuals and be resilient in stressful situations. |

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| Experience: | <ul style="list-style-type: none"> • 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. |
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| Educational: | <ul style="list-style-type: none"> • Maths and English Grade 4 or equivalent |
| | <ul style="list-style-type: none"> • Higher Level Teaching Assistant or NVQ2/3 desirable. |



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Special Requirements:

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed:

Updated: July 2022

