

Job Description and Person Specification



Job Description

Job Title	Specialist Teaching Assistant – The Key
Grade	4
Service	SEMH&L Team
Reports to	Teacher in Charge
Location	Intervention Bases located around the city
Job Evaluation Code	L3377D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

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

Main Duties & Key Accountabilities

Core Knowledge

- 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.
- 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.
- To plan, deliver and adapt targeted programs of work to groups and individuals.
- To maintain individual monitoring and recording of progress.
- To share with teachers, supervision of children at break times.
- To support the reintegration of pupils back into school.
- To assist the teachers in supporting positive home-school links and initiatives.
- To attend staff meetings and CPD opportunities as directed.
- To transport children as and when required.
- 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.
- To maintain and develop working partnerships which foster supportive and effective outcomes for pupils, staff and parents/carers.
- 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 Childrens Services e.g.: Social Care MASH Virtual School (for looked after children)
---	---

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
<ul style="list-style-type: none"> • Knowledge and understanding of the SEND Code of Practice 	
<ul style="list-style-type: none"> • An awareness of the needs and characteristics of children across the age range of 4 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 	
Skills and Abilities	
<ul style="list-style-type: none"> • Able to relate well with children, teachers and parents/carers 	
<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 	
<ul style="list-style-type: none"> • Good organisational skills and time management 	
<ul style="list-style-type: none"> • To empathise with individuals and be resilient in stressful situations 	
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 	

Qualifications

- Maths and English Grade 4 or equivalent
- Higher Level Teaching Assistant or NVQ2/3 desirable

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 Created		Date Reviewed	September 2024
---------------------	--	----------------------	----------------