

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Teaching Assistant
<b>Grade</b>	4
<b>Service</b>	Education – Alternative Provision
<b>Reports to</b>	SEN Lead
<b>Location</b>	Coventry Extended Learning Centre
<b>Job Evaluation Code</b>	



## 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

To contribute to improving outcomes for students by providing support, guidance and supervision.

## Main Duties & Key Accountabilities

- Supervise and support the teaching, and related activities, of individuals or groups of students to facilitate their learning as well as their social and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the learning, social and emotional needs of individuals and groups of students, including those with Special Educational Needs and Disabilities.
- Monitor individual students' progress, achievements and development needs, reporting to the responsible Centre staff as appropriate.
- Act as Key Worker to identified students, taking a lead role in their support and progress.
- Assist the teaching staff in the development and implementation of Individual Education / Behaviour Plans and Personal Care Programmes for individuals and groups of students

### **JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OR ALL OF THE FOLLOWING:**

1. Assist the teaching staff with the planning of learning activities, preparing or modifying work for individuals or groups of students as directed.
2. Use strategies in liaison with the teaching staff, to support students to achieve learning goals.
3. Establish constructive relationships with students, providing feedback to them in relation to progress and achievement.
4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
5. Undertake supervision and manage the behaviour of students within the procedures of the Centre, providing detailed and regular feedback as appropriate.

6. Promote student independence in learning and the development of social skills, reinforcing students' self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting independence.
7. Ensure that students are able to safely use equipment and materials provided.
8. Act as Key Worker to identified students, taking a lead role in their support and progress, through regular intervention and through liaison with other staff, parents/carers and relevant agencies.
9. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
10. Assist the teaching staff in liaising with other professionals and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate.
11. To administer baseline and other appropriate tests under the direction of the Centre staff, as requested.
12. Support the use of ICT in learning activities and develop students' competence and independence in its use.
13. Prepare/clear learning areas as directed before and after lessons, including the preparation of visual aids, and the display and presentation of students work.
14. Provide support to teaching staff by undertaking photocopying, filing, recording and other administrative tasks, as requested
15. Assist at the appropriate level, and within the protocols of the ELC, with the provision of general care and welfare of students which may include:
  - Assisting with students' injuries and, where appropriately qualified, administering first aid.
  - Assist with the identification and monitoring of students' general health and welfare.
16. Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate ELC staff.
17. Support and contribute to the overall ethos/work/aims of the ELC.

18. Work across ELC sites or on Individual Programmes.
19. Assist with the supervision of students outside of formal lesson times, including before and after school and during lunch time.
20. Assist with group activities within and away from the ELC learning areas such as educational visits.
21. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
22. Attend and participate in relevant meetings, CPD sessions, etc. as required.
23. Use specialist skills to de-escalate difficulties involving students and physically intervene if required, within the ELC's guidelines and in accordance with 'Team Teach' training.
24. Arrange / organise educational and recreational activities off-site as requested.
25. Arrange / organise outside agencies to carry out work in the ELC, as requested.
26. Assist in facilitating detentions, during and after the school day.
27. Track and support students who are being reintegrated back into mainstream school, in liaison with relevant staff and agencies.
28. Undertake any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Schools	Teachers Students Pastoral Staff SEN

## 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

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Understanding of relevant legislation regarding children and young people with SEND and additional needs	
Knowledge of KS3/4 Curriculum	
Understanding of effective strategies in addressing academic and pastoral issues.	
Knowledge of safeguarding policy and practice	
<b>Skills and Abilities</b>	
Ability to work constructively as part of a team.	
Effective skills in using and maximising the potential of ICT software and hardware.	
Ability to build positive working relationships with students and adults.	
Ability to communicate and work constructively with parents and other agencies.	
Ability to self-evaluate learning needs.	
Skills in positive, assertive behaviour management	
<b>Experience</b>	
Experience of working with students with Social, Emotional & Mental Health needs.	
Experience of working with students with additional learning needs.	
<b>Qualifications</b>	
Good Literacy and Numeracy skills	
NVQII for teaching assistants or equivalent qualifications and experience.	



Evidence of continuing professional development

**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**

April 2019

**Date Reviewed**

November 2022