**City of Wolverhampton Council**

**Job Description**

**Job title:**  Higher Level Teaching Assistant

**Directorate:** Education

**Service:** Specialist Learning Support

**Location**: Any suitable location within the City of Wolverhampton

**Workstyle:** Field

**Responsible to:** Specialist Learning Support Team leader

**Grade:** Grade 6 based on 32.4 hours, term time

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Job Purpose and Role:**

This post, within the Specialist Learning Support Service, will deliver targeted and specialist interventions across Primary and Secondary settings for children with special educational needs and/or disabilities (SEND).

To take responsibility for planning, preparing and delivering interventions for individual children or groups. To monitor, evaluate and communicate progress and impact of interventions to all stakeholders.

**Principal Duties and responsibilities:**

**Work with children:**

* To organise and manage an appropriate learning environment and resources.
* Within an agreed system of supervision, plan targeted and specialist interventions using SMART targets.
* To deliver high quality teaching and learning opportunities to individual children and small groups.
* To provide reports that outline the progress made, impact of the intervention and suggested next steps for an individual or group of children.
* To nurture and develop positive relationships with children that support their emotional well being and promote their confidence and self-esteem.
* When visiting educational settings, follow their policies relating to the safety and protection of children including but not limited to safeguarding, fire safety and any appropriate risk assessments.

 **Support for the Service:**

* To ensure that professional conduct complies with service and wider City of Wolverhampton council policies and procedures.
* To contribute to and promote the inclusive culture of the service.
* To plan and deliver training and advice on targeted and specialist interventions and strategies within primary and secondary settings.
* Maintain records which provide statistical evidence for monitoring and evaluation.
* Contribute to the service development plan.

 **Working in Partnership:**

* To establish professional and restorative relationships with all stakeholders.
* To develop positive relationships with parents/carers and be sensitive to their needs.
* To establish constructive relationships and communicate with other agencies and professionals to support achievement and progress of children.

 **General:**

* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.
* Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date:

Signature of post holder:

**City of Wolverhampton Council**

**Person Specification**

**Job Title:** Higher Level Teaching Assistant within Specialist Learning Support

**Job Purpose and role:** Todeliver targeted and specialist interventions tosupport children with Special Educational Needs and/or Disabilities (SEND) in primary and secondary settings.

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| **Criteria**  | **Essential**  | **Desirable**  |
| **Qualifications** | * NVQ level 3 or equivalent relevant work experience
 | * Higher level Teaching Assistant Qualification or equivalent – Level 4
* Degree in teaching, education or SEND
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| **Experience** | * Evidence of professional development related to SEND
* Direct and current experience of working with children who have SEND
* Experience of delivering targeted and/or specialist interventions as outlined on a child’s SEN support plan or EHCP
 | * Planning and delivering support for children with SEND
* Experience of working with colleagues across different services including health and social care
* Experience of working with children in both primary and secondary settings
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| **Skills and Knowledge**  | * Working knowledge of the SEND Code of Practice including the graduated approach
* Knowledge of child development
* Ability to assess the needs of children and plan programmes of work to meet individual needs
* Ability to establish and develop supportive relationships with children, teaching staff and parents
* Effective verbal and written communication skills
 | * Knowledge of National Curriculum and how skills can be broken down into smaller steps
* Knowledge of a range of targeted and specialist interventions i.e. precision teaching
* Knowledge or restorative practice techniques, working ‘with’
* Knowledge of personal centred approaches
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| **Personal Qualities**  | * Flexibility to adapt to the demands of the role
* To be highly motivated and passionate about supporting children with SEND
* Ability to plan and organise work independently
* Be able to listen and value to contribution of all stakeholders
* Be empathetic
 | * Building rapport and trust by taking an interest in the children that are being supported
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| **Commitment** | * A commitment to providing a high-quality service
* An understanding of equality and diversity
* Fulfilling duties in relation to safeguarding
 | * Ability to challenge discriminatory practice
* Up to date knowledge of Keeping Children Safe in Education KCSIE 2024
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| **Special Conditions**  | * Full clean driving licence and car available for work
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