

CITY OF WOLVERHAMPTON COUNCIL

JOB DESCRIPTION

Job Title:	Higher Level Teaching Assistant
Directorate:	Education
Service:	Special Needs Early Years
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Field
Responsible to:	Head of Service / Team Leaders
Salary Grade:	Grade 6 (17 - 22) [pro rata] 31.25 hours per week (over 5 days)
Car Allowance:	NJC Standard Rate Own Car Use Allowance

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

Job Purpose and Role:

This post, within the Special Needs Early Years Service, is concerned with the multi-disciplinary assessment and support of young children with special educational needs within their homes, settings, specialist groups at the Child Development Centre.

This post will assess, monitor, record and report on children's development in relation to SEND and have responsibility and full involvement in planning, preparing and delivering learning activities for individuals or groups.

Principal Duties and responsibilities:

Work with children:

- To have a sound knowledge of procedures for safeguarding children.
- Assess and observe the needs of children and use detailed knowledge and specialist skills to support child's learning in a variety of settings.
- To develop and implement Individual Support Plans.
- To organise and manage an appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives for individual children/ work plans as appropriate, according to children's responses / needs.
- To monitor and evaluate children's responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To record progress and achievements in individual sessions / activities systematically and provide evidence of range and level of progress and attainment.
- To administer assessments and provide advice for target setting.
- To provide detailed Assessment Reports and Assess, Plan, Do, Review Reports for individual children, that are within the timescales and standard operating procedures and that meet service standard.
- Complete requests for Statutory Assessment by a Responsible Body, when appropriate.
- To nurture positive relationships with children ensuring their emotional well being and promoting their confidence and self-esteem.
- To implement policies relating to the safety and protection of children, i.e. fire procedures; child protection and risk assessments.
- To participate in the assessment of care needs and the implementation of specialist programmes of care under health supervision including feeding and medication.
- When in CDC groups, deliver high quality learning activities to individual children and small groups.
- When in CDC groups, supervise children in an inclusive manner, ensuring their safety and access to learning activities. In the absence of senior staff to take sole responsibility of a designated area.
- When in CDC groups, support young children in learning and developing skills in personal hygiene; e.g. washing and toileting routines.

Support for the Service:

- To work with staff in creating and maintaining a purposeful and organised environment that supports the delivery of play and learning opportunities.
- To ensure that practice complies with the Services policies and procedures.
- To organise and carry out home and setting visits to meet children and their families.
- To act as Area SENCo for PVI nurseries within the City of Wolverhampton.
- To comply with and assist with the development of all service policies and procedures particularly those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to and promote the overall ethos / work / aims of the service.
- With guidance from teaching staff to plan, prepare and deliver an Early Years Curriculum for young children.
- To deliver training and advice on specialist strategies within early years settings.
- Maintain records which provide statistical evidence for monitoring and evaluation.

Working in Partnership:

- To take on the role of key worker within multi agency meetings, where appropriate.
- To develop positive relationships with parents/carers and be sensitive to their needs.
- To support parents/carers to develop their understanding of how their child learns and provide constructive feedback on children's progress/ achievements.
- To establish constructive relationships and communicate with other agencies / professionals, in liaison with the multi agency team, to support achievement and progress of children.

General:

1. To act in accordance with the Council's Constitution and other Codes of Conduct.
2. To participate in staff development, appraisal and training as appropriate including continuous professional development.
3. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.

4. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post, subject to reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
5. To participate in the wider development of the service and contribute to service improvement as required.
6. The 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