**JOB DESCRIPTION**

**CHILD AND ADULT SERVICES**

**JOB TITLE:** SENIOR TEACHING ASSISTANT – VULNERABLE PUPILS

**DIVISION:** EDUCATION

**GRADE:** BAND 7

**RESPONSIBLE TO:** VIRTUAL SCHOOL HEAD TEACHER

**POST REFERENCE:**  SR-106931

**Purpose of Post**

To collaborate with Hartlepool Virtual School for Vulnerable Pupils (The Virtual School) in planning and delivering programmes of teaching and learning activities for groups of vulnerable pupils. The primary focus is to undertake educational activities with individuals and groups of pupils within a framework agreed with and under the support, direction and supervision of a The Virtual School Headteacher. n.b. roles at this level deliver ‘specified work’ as defined by Section 133 of the Education Act 2002.

The role will predominantly be based in an education provision (‘The Hub’) to support children, young people and families who have been resettled in Hartlepool from overseas.

**Key Relationships**

The post is part of Hartlepool Virtual School for Vulnerable Pupils and will work alongside a range of statutory and voluntary agencies to provide support to children, young people and families who access ‘The Hub’.

**Main Duties and Responsibilities**

To provide teaching and learning support to individuals and/or groups of pupils in The Hub (learning environment).

Working under the direct supervision and guidance of The Virtual School:

* Liaising closely with The Virtual School to assess the needs of pupils and assisting in the preparation, development and implementation of Individual Development Plans and/or other personalised learning plans.
* Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within an agreed system of supervision
* Plan, prepare and deliver specified learning activities to individuals and groups of pupils modifying and adapting activities and the approach as necessary under the direction and supervision of The Virtual School Head Teacher
* Recording and reporting on the progress and achievement of pupils and participating in reviews of pupils’ progress, development and attainment.
* Assess the needs of pupils and use knowledge and specialist skills to support pupils learning
* Providing feedback to pupils and parents/carers, schools and other professionals in relation to progress, achievement, behaviour, attendance and other relevant areas.
* Liaising with education, health and other specialists and outside agencies to develop multi-agency approaches to support pupils.
* Providing advice, information and demonstrations to teaching assistants to assist in the development of their skills.
* It is an expectation of the role that jobholders will engage with all pupils as directed by The Virtual School in line with the overall goals of The Virtual School and the needs of the pupils.
* Promote high standards of behaviour, employ effective de-escalation strategies, and where necessary, exercise appropriate physical intervention
* Support pupils in emotional, social well-being and personal development reporting to The Virtual School as appropriate
* Support with pupil transition to other education settings/ provision as appropriate
* Provide specialist support to pupils in any or all of the following areas; pupils with learning, behavioural, communication, social, sensory or physical difficulties, gifted and talented pupils, pupils where English is not their first language, pupils who are not working to the normal timetable, or specific curriculum areas
* Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, internal and external agencies as appropriate.
* Support independent learning and the inclusion of all pupils
* Support the raising of educational aspiration in all pupil/parent contact and provide constructive feedback on pupil attainment, learning and achievement
* Support pupils using IT in their learning activities and develop pupils’ competence, confidence and independence in its use.
* As and when required as directed by The Virtual School, to transport pupils, with an appropriate colleague.
* Support children’s learning through play and assist with supervision including facilitating games and activities
* Carrying out tasks for the domestic care and general welfare of pupils in respect of toileting, at meal times and changing using specialist equipment where necessary while encouraging independence.
* Monitor and manage stock and supplies for The Hub.

**Professional Standards**

All Support Staff engaged in teaching and learning should adhere to, and uphold, the following standards;

Personal and professional conduct

* Uphold the ethos, policies and practices of The Virtual School
* Through positive attitude, values and behaviours, develop and sustain effective relationships within The Virtual School team
* Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to The Virtual School policy and practice
* Recognise differences and respect cultural diversity
* Ongoing commitment to practice development through self-evaluation and awareness

Knowledge and understanding

* Be willing to acquire the appropriate skills/qualifications/experience required for the role
* Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
* Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so
* Support The Virtual School and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role
* Understand the role and responsibilities within the learning setting in the knowledge that those responsibilities extend beyond a direct support role

Teaching and learning

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of The Virtual School and increase levels of pupil achievement
* Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities
* In line with The Virtual School policy and procedure, consistently apply effective behaviour management strategies
* Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress
* Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
* Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment

Working with others

* Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers
* Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with
* Through an appreciation of the role and responsibilities, work in partnership with The Virtual School and other professionals by ensuring that their knowledge is able to inform planning and decision making
* Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision

**The Virtual School Ethos**

All staff within The Virtual School will contribute to the overall ethos/work/aims of The Virtual School;

* Be aware of and support difference and ensure equal opportunities for all.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Attend meetings, liaise and communicate with colleagues, parents/carers and internal/external agencies.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of The Virtual School.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 13th February 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**