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 | **POST TITLE:** | **SEND and Inclusion, EAL Specialist Support Worker** |
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 | **POST NUMBER:**  |  |
| 1. **3.**
 | **GRADE:**  | 6Job Evaluation Ref No: *(please delete if job not in scope)* |
|  | **LOCATION:** | You may be based at Broom Cottages Primary School, Ferryhill. You will be required to work at any council work place within County Durham: in a range of schools, colleges and independent private providers. Your work may also involve home visits and outreach locations. |

1. **RELEVANT TO THIS POST:** *(please delete where not applicable)*

**Flexible Working:** Not suitable for flexible working. Term time only

**Disclosure & Barring Service:** Subject to DBS Enhanceddisclosure

**Politically Restricted:** The council has designated this as a politically restricted

(SCP 44 and above) post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will report to the EAL Team Leaders. Because of the nature of the post, the post holder will work closely with colleagues throughout CYPS and the County Council as a whole. The service is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

1. **DESCRIPTION OF ROLE:**

The post holder will:

* support the processes and strategies for those pupils for whom English is an additional Language (EAL) and support family/school liaison.
* complement the work of school staff and SEND and Inclusion Service Managers by taking responsibility for the organisation and support of agreed learning activities for groups of pupils, or specific individual pupils who have additional needs.
* support the development and inclusion of children and young people through:
* Direct work with individuals, groups and occasionally whole classes under the direction and supervision of a qualified teacher or external SEND and Inclusion Specialists
* Coaching, mentoring and capacity building with education providers.
* work collaboratively with school staff and external specialists in the whole planning cycle and the management/preparation of resources.
* deliver learning to individuals, small groups and occasionally whole classes as and when required.
* encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of their education.
1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**Support for Pupils, Teachers and the Curriculum**

* Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher and/or external SEND and Inclusion Specialist, differentiating and adapting learning programmes to suit the needs of individual pupils.
* To work with children and young people who have English as an Additional Language.
* Supply specialist support with direction and guidance from SEND and Inclusion Specialists, allowing pupils to access the curriculum and to participate fully in school activities.
* Coaching/Assisting classroom and Teaching Assistants with in schools in area of specialism.
* Advise on appropriate activities, techniques and resources including modelling their use.
* Share relevant teaching materials electronically and recommend appropriate resources.
* Advise on monitoring progress and adapting programmes and targets.
* To safely maintain records of involvement with schools and monitor and evaluate pupils progress.
* Write short reports on interventions and pupil progress when appropriate.
* Contribute to the evaluation of the effectiveness of the support provided.
* This role will provide support to pupils with EAL.
* Assess, record and report on development, progress and attainment as agreed with school staff and/or SEND and Inclusion Managers.
* Contribute to and implement EAL plans and/or SEN Support plans.
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher and SEND and Inclusion Manager, to support future interventions.
* Plan and evaluate specialist learning activities with the teacher, including the SEND and Inclusion Manager, writing reports and records and providing focussed personalised provision as required.
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* Ongoing guidance and support to pupils in their social development and their emotional well-being, reporting problems to the appropriate person.
* Establish and maintain relationships with families, carers and other professionals.
* Supervise the work of other support staff/trainees.
* Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources.
* Invigilate examinations and tests if appropriate.
* Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required.
* Prepare and present displays as appropriate.
* Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas and out of lesson times, including before and after school and lunchtimes but not as a supervisory assistant.
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
* Provide basic first aid and if appropriate referral to health service in emergency cases.
* Support pupils to develop their skills of independence, resilience and confidence.
* Contribute to and assist in planning, organising and implementing individual development plans for pupils (such as SEN support plans), including attendance at, and contribution to reviews.
* Work with pupils not working to a normal timetable.
* Support the use of ICT in the curriculum.
* Administer medication or treatments to pupils with health needs under the school’s supervisor.

**Support for the Service**

* Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
* Show a duty of care to staff and pupils, and take appropriate action to comply with health and safety requirements at all times.
* Be aware and support difference and ensure that all pupils have access to opportunities to learn and develop.
* Contribute to the overall ethos, work and aims of the Service.
* Maintain good relationships with colleagues and work together as a team.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

 To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

 All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your Manager