

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Higher Level Teaching Assistant

Vacancy ID: 009787

Salary: £18,209.20 - £19,427.67 Annually

Closing Date: 24/02/2019

Benefits & Grade

Grade I

Contract Details

Temporary until 30/11/2019

Contract Hours

32 hours per week, Term Time Only + 10 days
(4 days a week)

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton-on-Tees Borough Council are recruiting for a committed HLTA to work within the SEN & Engagement Team.

As HLTA you will be expected to take the lead on planning and delivering lessons to groups and working one to one when needed. In general, you will be establishing trusting and long-lasting relationships with certain pupils to ensure consistency in their environment. In this HLTA post you will be supporting class teachers within the experiences and qualifications will be most relevant.

The right HLTA will have good listening skills and a true understanding of general studies, the school are hoping for a HLTA who is able to display their passion for education whilst having a caring approach to best support pupils both academically and pastorally. You will possess strong communication skills and boundless enthusiasm.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Joanne Mills, SEN and Engagement Service Manager, on 01642 526423

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: SEN and Engagement	
JOB TITLE: Higher Level Teaching Assistant			
GRADE: I			
REPORTING TO: SEN and Engagement Manager			
1.	JOB SUMMARY: <ul style="list-style-type: none"> • Providing direct time bound support for children and young people • Developing the capacity of school and setting based/educational support staff in relation to groups of pupils/individual pupils. • Providing advice and guidance to support to schools/settings based staff in the delivery of appropriate interventions for children and young people • To promote the safeguarding and welfare of all children and young people in line with the policies and expectations of the Local Authority (LA) • To contribute in meetings, assessment, planning and review, in line with LA policies, procedures, and legislation. <p>Specific areas of responsibility either:</p> <ul style="list-style-type: none"> • LAC and the Virtual School • EY and early identification • EHE and promoting/supporting return to school • Enhanced Schools and outreach support 		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To manage a case load as appropriate	
	2.	To maintain case files in line with Team and LA policies	
	3.	To promote the welfare and safeguard children and young people	
	4.	Comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting concerns to an appropriate person	
	5.	To work in partnership with other LA, Health and voluntary agencies to promote the learning, development and welfare of children	
	6.	To work within and meet appropriate performance targets	
	7.	To comply with Stockton-on-Tees Borough Council and relevant professional codes of conduct and HR policies. The completion of such will require the post holder to live out these codes in every aspect of	

		his/her work and for his/her actions to demonstrate a commitment to them.
8.		The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Stockton-on-Tees Council, as your employer and you as an employee of the council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy
9.		To assist in promoting and implementing relevant business unit plans to support improved outcomes for children and young people
10		To liaise with and support members of the team and other relevant colleagues as appropriate
11		To use and follow all LA and Team policies and procedures to maintain high quality services and systems
12		To participate in CPD activities, annual appraisal and regular supervision to support professional development as may be deemed necessary to meet the duties and responsibilities of this post
13		Establish constructive relationships and communicate with other agencies/professionals, and liaise with other staff to support achievement and progress of pupils
14		Take the initiative to develop appropriate multi-agency approaches to supporting pupils
15		Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others. Assess the needs of pupils and use detailed knowledge and specialist skills to support best practise in schools and settings
16		Establish productive working relationships with pupils and staff, modelling best practise and setting high expectations
17		Promote the inclusion of all pupils within educational settings
18		Encourage positive pupil interaction and independence
19		Promote independence and model strategies to recognise and reward achievement of self-reliance.
20		Support provision of feedback to pupils in relation to progress and achievement
21		Use ICT effectively to support learning activities
22		Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background
23		Support organisation and management of appropriate learning environment and resources for children and young people with support needs
24		Support school staff to ensure pupils are supported consistently - recognising and responding to their individual needs
25		Within an agreed system of supervision, develop specific actions plans with clear short term outcomes in collaboration with school staff and other professionals as appropriate
26		Monitor and evaluate pupil responses to actions plans through a range of assessment and monitoring strategies against pre-determined learning objectives/action plan outcomes
27		Provide objective and accurate feedback as required on pupil achievement, progress and other matters, against the action plan ensuring the availability of appropriate evidence Work to support effective behaviour management and engagement of pupils in educational settings and constructive activities to promote achievement, emotional wellbeing, resilience, self-control and

		independence
	28	Model delivery of learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated January 2019

PERSON SPECIFICATION

Job Title/Grade	Higher Level Teaching Assistant		I
Directorate / Service Area	Children's Services		SEN and Engagement
Post Ref:	33066		
	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	GCSE Maths and English (A-C grade) or equivalent HLTA status Level 4 or equivalent work based experience		Application form
Experience	Substantial experience of working with children and young people in an educational settings/school, preferably with a specific specialism Additional relevant SEN courses or experience in related areas		Application/Interview
Skills	Motivation to work with children and young people at all levels regardless of specific individual needs and identify learning styles as appropriate Ability to form and maintain appropriate relationships and personal boundaries with children, parents/carers and other adults Ability to consider assessment information to inform		

	<p>planning/decision making, and adapt approach in accordance with pupil need, including the preparation of resources to support learning</p> <p>Ability to contribute to training for LA colleagues and service users</p> <p>Ability to work effectively with school staff, professionals and parents/carers and set high expectations and realistic outcomes for all pupils</p> <p>Effective time management skills</p> <p>Effective casework management, and ability to develop and extend own working practice</p> <p>Effective administrative skills</p> <p>Ability to set and maintain high standards of professional practice</p>		
<p>Specific behaviours relevant to the post</p>	<p>Good understand of child development, learning styles and independent learning</p> <p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people</p> <p>Understanding of relevant DfE legislation and guidance e.g. behaviour, inclusion and Special Educational Needs of Disability Code of Practice: 0-25 years</p> <p>Understanding and awareness of the National Curriculum and other learning programmes (within a specified age range/subject)</p>		<p>Application/Interview</p>

	Understand classroom roles and responsibilities, and specifically in relation to inclusion within school/educational setting		
Other requirements	<p><u>Verbal Skills</u></p> <p>Ability to establish professional, effective working relationships with a range of partners/colleagues, children and young people and parents/carers</p> <p>Ability to share information, views and ideas clearly</p> <p>Ability to work collaboratively as part of a team</p> <p>Ability to compose written reports/emails, correspondence conveying clearly articulated advice, guidance or information</p> <p>Ability to compose clear written reports for statutory and other purposes to others for decisions on key issues</p>		Application/Interview

Person Specification dated: January 2019

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.