



The Forest School
JOB DESCRIPTION

POST: SEN Advanced Teaching Assistant for Leading Pastoral Support	
Grade G SCP 13-18	
RESPONSIBLE TO: Deputy Head / Headteacher / SLT	
STAFF MANAGED:	
POST REF:	JOB FAMILY: 7
JOB PURPOSE:	<p>To assist staff to support children to develop socially valid behaviours; to work with all teaching and non-teaching staff to ensure that strategies are developed and implemented to support children including taking a lead in developing effective pastoral care.</p> <p>To review and analyse pupil's attendance, safeguarding incidents and leading on the development of interventions.</p> <p>To work, under the direction of the teacher and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process.</p> <p>The post holder may work in classes, or other appropriate locations as part of a professional team to support teaching and learning for pupils with a range of needs including: moderate, severe, profound and multiple learning difficulties, behavioural, social, mental, emotional, communication, sensory or physical difficulties.</p> <p>To assist in the induction and development of classroom support staff as required.</p> <p>To deliver Safeguarding updates and carousel training and evaluate the effectiveness of this.</p> <p>To work alongside the DSO and undertake the role of DDSO and its associated responsibilities.</p>
JOB CONTEXT:	<p>Required to work within a special school with pupils with a range of additional needs to help them overcome barriers to learning.</p> <p>Due to the nature of the children's needs, the post holder must be able to meet the physical demands and duties of the role</p> <p>This job description includes the duties and responsibilities of working in a special school and incorporates the previous SEN allowance which is no longer applicable.</p> <p>Enhanced DBS clearance required.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> To have specific responsibility for Pastoral training and safeguarding carousel.

	<ul style="list-style-type: none"> ● To promote the quality of the Positive Behaviour Management training programme and Positive Regard strategies by disseminating the Team Teach framework and deliver specific pastoral support and strategies according to the needs of the pupils. ● To consult with and advise SLT and whole staff on Pastoral Support generally and strategies to support identified students ● To monitor safe practice in school in relation to pastoral support. ● To assist in ensuring clear and accurate recording takes place in relation to safeguarding and attendance. ● To identify areas of training need in relation to current safeguarding legislation. ● To observe pupil behaviour and assist in the formulation of Positive Intervention Plans. ● To provide support and guidance on specific interventions with individual children ● Maintain accurate staff training records in relation to Safeguarding and attendance. ● Advise Headteacher on the changes to legislation which may impact on school practice. ● Provide support for learning activities for individual pupils or groups of pupils under the direction and supervision of a qualified teacher or HLTA, working to differentiated and adapted learning activities to suit the needs of the pupils. ● Using agreed structured observation as discussed with the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students ● Observe, record and report on pupil performance, drawing any issues to the teachers attention ● Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning ● Will be responsible for assisting the teacher with the supervision of General Teaching Assistants and students ● Will be responsible for supporting/directing/assisting the work of General Teaching Assistants ● Will have a particular area of responsibility as directed by the Student Support Manager. ● Support the teacher directly in the smooth operation of the classroom. ● Will occasionally lead a prepared lesson for a small period of time. ● Support children with disabilities or special educational needs through the provision of care and encouragement to the child or young person. ● Assist in moving and handling individuals using specialist equipment as required ● Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, and assist in ensuring that examinations comply with the Examination Board Regulations ● Assist teachers in the implementation of strategies to support pupils' attendance. ● Work with children and young people with additional requirements to meet their personal support needs ● Assist in the administration of emergency and daily medication to pupils & keep accurate records ● Carry out tasks associated with pupils' personal needs, including toileting, hygiene, dressing, feeding, (including personal intimate
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	<p>care) and welfare, including physical and identified health needs (under the direction of senior staff), whilst encouraging independence</p> <ul style="list-style-type: none"> ● Support the use of ICT and adhere to relevant policies ● Support learning by preparing classroom materials and learning areas, and undertaking minor clerical duties e.g. photocopying and displaying pupils work ● Assist in transporting and escorting the children & young people on visit's ● Assist children & young people with their feeding needs, which may involve gastrostomy tubes ● Work with pupils on therapy or care programmes, designed and overseen by a therapist or care professional ● Undertake rota duties as required
Communications	<ul style="list-style-type: none"> ● Liaise with external agencies, other professionals, staff, parents/carers as appropriate e.g. to provide updates on progress ● Use other appropriate forms of communication when needed ● Communicate and establish effective relationships with the children & young people, using appropriate communication aids and methods where appropriate ● Provide support and encouragement to children & young people
Resource Management	<ul style="list-style-type: none"> ● Demonstration of own duties and specialist equipment to other support staff as required ● To assist in the induction and development of classroom support staff as required. ● Participate in the performance management process ● Participate in training and other learning activities to keep knowledge and skills up to date ● Participate in staff meetings ● Required to use, clean and maintain specialist equipment e.g. specialist chairs, walking devices, lifting equipment and communication aids ● Maintain suitable learning environments setting up activities in a morning and tidying away at the end of the day.
Safeguarding	<ul style="list-style-type: none"> ● To be committed to safeguarding and promote the welfare of children, young people, raising concerns as appropriate. ● Understand and evaluate risks to safeguard the welfare of the children & young people ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for or come into contact with ● Comply with safer working practices
Systems and Information	<ul style="list-style-type: none"> ● Contribute to maintaining accurate pupil records linked to daily routine e.g. toileting, medication ● Share information confidentially about pupils with other staff, parents/carers, internal and external professional as appropriate ● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality ● Support the teacher in monitoring, assessing and recording pupil progress
Planning and Organising	<ul style="list-style-type: none"> ● Assist the teacher in planning and organising learning activities for pupils ● Contribute to the planning, organising and implementing individual development and care plans for pupils, and contribute to reviews
Data Protection	<ul style="list-style-type: none"> ● To comply with the Wellspring Academy Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> ● Wellspring Academy Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust's Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> ● Wellspring Academy Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● Wellspring Academy Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	October 2020

PERSON SPECIFICATION

JOB TITLE: SEN Advanced Teaching Assistant (Special School) Lead for Pastoral Support

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> ● An understanding of complex associated needs e.g. behaviour, medical, physical, sensory, autism ● An understanding of child/young people’s development and learning processes ● An understanding that children/young people have differing needs and knowledge of inclusive practice ● Knowledge of child protection legislation and safeguarding procedures 	<ul style="list-style-type: none"> ● Knowledge of Health & Safety legislation & procedures for recording accidents ● Knowledge of behaviour management techniques
<p>Experience</p> <ul style="list-style-type: none"> ● Experience of working with children and young people 	<ul style="list-style-type: none"> ● Experience of administering medication and keeping appropriate records ● Experience of working with children and young people with moderate, severe, profound and multiple learning difficulties in an educational setting
<p>Occupational Skills</p> <ul style="list-style-type: none"> ● Demonstrable ICT skills and ability to use them as part of the learning process, ● Good observation skills Ability to work successfully in a team ● Ability to informally risk assess conditions and make appropriate decisions in emergency situations ● Ability to relate to children & young people 	<ul style="list-style-type: none"> ● Creativity

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> ● Good written and verbal communication skills; able to communicate effectively and build good relationships with all teachers, children, young people, families and carers Ability to prevent and/or manage challenging behaviour. ● Good reading, writing and numeracy skills ● Ability to be solution focused 	
<p>Qualifications</p> <ul style="list-style-type: none"> ● Childcare qualification at level 3 or equivalent ● Level 2 or equivalent qualification in literacy and numeracy. ● Willingness to undertake training to meet the requirements of the role e.g. manual handling, first aid training ● Thrive, ELSA training or equivalent or willingness to undertake. 	<ul style="list-style-type: none"> ● First Aid qualification ● Level 3 qualification or equivalent to evidence good numeracy and literacy skills
<p>Other Requirements</p> <ul style="list-style-type: none"> ● To be committed to the school's policies and ethos ● To be committed to Continuing Professional Development ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with challenging and injurious behaviours and attitudes ● Ability to use authority and maintaining discipline ● An empathy for equality & diversity ● Flexibility 	<ul style="list-style-type: none"> ● Full Clean Driving Licence