**C1 – Team Teach Tutor**

**Salary Scale: C1**

**Contract: Permanent**

**Contract Type: 37 hours Term Time + 5 (39 weeks)**

**Start Date: ASAP**

**Job Advertised: Friday 20th December 2024**

**Closing Date: Friday 17th January 2024**

**Interviews: Week commencing: 20th January 2024**

**Responsible to: Positive Behaviour Support Lead**

Welcome to our school, Broomfield SILC is a generic special school for pupils aged 2 to 19 years with 4 sites: our main site and 3 satellite sites at Windmill Primary, Rodillian Secondary and the Future Steps Hub at White Rose . The SILC is based in the South of Leeds and caters for a wide range of needs from moderate learning difficulties; severe learning difficulties; complex and multiple learning needs; Autism and social and emotional and mental health needs. Some students have additional needs – physical; medical; speech and language; visual, hearing or sensory impairment.   We are a very popular choice for parents and carers and currently have 228 pupils on roll.

Broomfield secured a ‘Good’ Ofsted in March 2023 where inspectors commented that leaders have ‘**high ambitions**’ and ‘**high aspirations for all pupils**’ and that ‘**staff are proud to work in our school**’. I am very proud of our school community where staff are committed to supporting young people to fulfil their potential and prepare them fully for their future, particularly focusing on communication, independence, and emotional regulation.

We have an exciting opportunity for a full time permanent C1 position as a Team Teach Tutor at Broomfield South SILC.  This role is suitable for a current Intermediate tutor, someone who holds a Level 2 Team Teach qualification or has experience of working with young people who display challenging behaviour and would like the next step in their career. The role will be class based with delivery of Team Teach Level 1 and 2 courses following the statutory training programme for all staff during and after school alongside the Assistant Headteacher and Positive Behaviour Support Lead.

The successful candidate will have the following qualities:

* Ability to relate well to children, young people and adults
* Excellent team player
* Resilience
* Ability to use initiative
* Problem solving skills
* Excellent communication skills and presentation skills
* Positive attitude
* Good Maths and English skills
* Competent IT skills including use of Team Teach Connect, Excel, Word and PowerPoint
* Willingness to learn, reflect and share effective practice with others
* Understanding of health and safety responsibility in relation to RPI’s
* Willingness to undertake any training relevant to the role.

 In return we can offer:

* Working with the most inspirational pupils and staff who are respectful, creative and resilient
* The support of a professional, knowledgeable and inclusive staff team
* A comprehensive CPD programme with potential for career development
* An opportunity to be an integral part of the young peoples journeys and a real sense of achievement
* A workplace that listens to all staff and values their skillset and contribution

Kathryn Bryan

Headteacher

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details and recruitment pack please contact Broomfield South SILC by email [broomfield@broomfieldschool.org.uk](mailto:broomfield@broomfieldschool.org.uk) visit our website; [www.broomfieldschool.org.uk](http://www.broomfieldschool.org.uk)

or by telephoning HR on 0113 277 1603 ext. 207

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

***Reg Charity no; 1143948***

**Role:**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work/care/support programmes with individual groups, in or out of the classroom, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. This will include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

The role of the **C1 Team Teach Tutor** will assist in the effective, compliant delivery of Team Teach across the school**.**

You will be responsible for assisting as part of the Team Teach delivery programme, supporting quality assurance and practice is in line with the schools Positive Behaviour Policy, Care and Control Policy and Restraint Reduction Programme.

**Requirements:**

The **C1 Team Teach Tutor** should have experience of Team Teach preferentially being qualified to Level 2. (Candidates who do not hold a Level 2 qualification will be considered if they can demonstrate experience and practice in other positive handling practice and or support practice.)Have the confidence to deliver whole school training. Have experience of best practice in their understanding and knowledge of behaviour related policies within a school and support for children with behaviour needs is of the highest quality. Have the knowledge and understanding to support teachers and support staff in addressing the needs of pupils daily who display challenging behaviour and mitigating against risks by understanding and implementing risk assessments. Have the best interests of young people and committed to restraint reduction. Have a willingness to develop classroom practice in supporting young people with significant barriers to their learning. Can establish and maintain productive working relationships working as part of a team both within a class and within the group of Team Teach trainers.

Across school we have a “learner centred” approach. We have a holistic approach to teaching young people, helping them wherever possible with challenges that life may throw at them. We have an “all hands on deck” approach, so when you are not fulfilling the elements of your C1 role, you may be asked to assist in other areas as directed. All the duties outlined are carried out under the general direction of SLT.

**Main Responsibilities:**

* Tosupervise and provide particular support for pupils, ensuring their safety and access to learning activities.
* Supporting pupils who may have complex medical needs and who may need
  + emergency medical support, training will be provided.
* Supporting pupils who require additional support with communication, including those pupils with a mechanical system of communication, training will be provided. The postholder may also be required to use British Sign Language and/or Makaton (a form of sign language for SEN pupils) if so, training will be provided.
* Supporting pupils with speech difficulties under the guidance of a Speech Therapist to support individual pupils with specific needs - in-house training provided.
* Providing support to pupils who need assistance with personal care, feminine hygiene, changing nappies etc. for incontinent pupils and assisting pupils to use the toilet if they are unable to use the toilet unaided.
* Feeding pupils and assisting them with drinking, in-house training given.
* Supporting pupils who because of their physical needs may need to be lifted and carried and or transported in wheel chairs, training will be provided. Due to the clientele of the SILCs where pupils may be aged from 2-19 years of age, the pupils may be adult size and weight.
* The postholder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
* The postholder may be required to restrain pupils who may harm themselves or others. Some pupils may bite, kick, nip and punch etc. themselves staff and or other pupils. Training will be provided on restraining pupils.
* To assist with the development and implementation of Individual Education/Behaviour
* Plans and Personal Care programmes
* To establish constructive relationships with pupils and interact with them according to individual needs
* To promote the inclusion and acceptance of all pupils
* To encourage pupils to interact with others and engage in activities led by the teacher
* To set challenging and demanding expectations and promote self-esteem and independence.
* To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
* To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work.
* To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
* To assist with the planning of learning activities
* To monitor pupil’s responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc.
* To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* To establish constructive relationships with parents/carers
* To administer routine tests and invigilate exams and undertake routine marking of pupils’ work.
* To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
* To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
* To undertake programmes linked to local and national learning strategies -. literacy, numeracy, KS3, early years-recording achievement and progress and feeding back to the teacher.
* To support the use of ICT in learning activities and develop pupils’ competence and independence in its use.
* To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* To contribute to the overall ethos/work/aims of the school.
* To appreciate and support the role of other professionals.
* To attend and participate in relevant meetings as required.
* To participate in training and other learning activities and performance development as required.
* To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
* To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
* To use specialist (curricular/learning) skills/training/experience to support pupils’ physical care needs. (taken from standard C1 TA JD)
* To contribute to the overall ethos/work/aims of the school. At Broomfield this is through identified responsibility areas linked to the SDP. This can change such as on an annual basis or as needed by the school.
* To participate in all CPD which can include training and other learning activities and performance development as required. This will also include any training linked to responsibility areas. Readiness to complete Moving and Handling Tutor training.
* To recognise own strengths and areas of expertise and use these to advise and support others. (taken from standard C1 TA JD)

**Role Specific Responsibilities :**

* The person appointed will become a designated Team Teach Intermediate Tutor.
* Uphold Team Teach values and proactively support the 95% de-escalation in preference to RPI’s.
* Plan (when required), support, deliver Level 2 Team Teach courses for Broomfield South SILC staff.
* Support any administration requirements for courses such as:

Registering on Team Teach Connect

Printing and ordering training material

Ensuring training venues are set up

Ensuring refreshments are available

* Support with all databases for Team Teach are kept up to date with all relevant information.
* Work by direction from the PBS Lead
* Work in collaboration with the Team Teach delivery team
* Support the delivery of all Emergency Care and Control sessions as and when required.
* Complete rigorous QA process of RPI’s across the school as per PBS Lead directive.
* Complete challenging and effective debrief process with staff across school when need arises.
* Work closely with PBS Lead to ensure Positive Behaviour Policy and Restraint Reduction Programme implemented throughout school.
* Support in the comprehensive risk assessment of pupils to determine those in need of particular help such as BIPRAs, PBSPs.
* Implement individual Positive Behaviour Plans and behaviour management strategies for specific students.
* Take part in group QA of BIPRAs and PBSPs to ensure all risks are mitigated against and documents are all of a gold standard.
* When necessary provide levels of individual behavioural support to pupils across the whole school.
* Complete any designated training to support your role and implement CPD taken.
* Uphold the schools Behaviour Principles at all times such as unconditional positive regard and calm, consistent adult behaviour.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is subject to change at any time, with prior discussion with the employee, in line with the requirements of the school.

I acknowledge that I have seen and received a copy of the above job description

Name:

Signed: Dated: