

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Higher Level Teaching Assistant (SSB)

Job Description & Person Specification

www.celtrust.org





- ❖ *Do you have a real passion for supporting young people to achieve more?*
- ❖ *Are you looking for a new challenge where no day is ever the same?*
- ❖ *We are a dynamic, supportive workplace situated in the heart of rural Cornwall approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.*

About the Job

- Monday to Friday, 35 hours per week, **term time** plus 5 Inset days

Our Student Support Base (SSB) is an area of the school designed for use by students who require additional support to enable them to access learning. As a Higher Level Teaching Assistant in the SSB, you will support individual and small groups of students to improve their school performance and to develop life skills. Some of these young people will be vulnerable and need targeted support around social, emotional and mental wellbeing. Specialist training will be provided.

About the Team

Brannel School is characterised by the positivity of our staff and the supportive atmosphere around the school. You will work as part of a small, supportive team focused on inclusion, line managed by the SENDCo. You will work closely with outside agencies to deliver support plans for individual students. You will be based in our SSB but will spend a significant amount of time out and about working closely with individual students and staff across the whole school.

Student Support: Our Ethos

At Brannel, we aim to create a tolerant, inclusive community. We adopt a policy of positive behaviour management, which encourages young people to take responsibility for their own actions and to consider their impact on others. Students are encouraged to develop strategies to enable them to behave appropriately and to respond in socially acceptable ways. We believe that students respond best to a calm atmosphere with clear and consistent messages, and that praise and reward and the celebration of success create an environment of mutual support and respect.

About the School

Brannel School offers 950 places to students aged 11-16. We are situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m.

We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About You

We *really* want to hear from you if you are someone who:

- has a sense of purpose and is passionate about making a difference for young people;
- has plenty of empathy, a non-judgemental approach and the ability to build strong and trusting relationships with young people;
- has the communication skills to liaise effectively with staff, parents and external agencies.

We will offer you:

- An energising and supportive working environment with high expectations and standards.
- Colleagues who are reflective, committed professionals, who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- Opportunities for professional development which can lead to career progression.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Job Description

Job title:	Higher Level Teaching Assistant (Student Support Base)
Job purpose:	To provide direct support to individual and small groups of students who require additional support to enable them to access learning. Many of these young people will be vulnerable and require targeted support around social, emotional and mental wellbeing.
Reporting to:	Assistant Headteacher (SENDCo).
Responsible for:	No line management responsibility.
Functional Relationships:	SENDCo, Teaching Staff, Inclusion Team, Pastoral Team, Students, Parents/Carers, multi-agency professionals.
Salary grade:	F Grade
Hours:	35 hours per week, term-time only plus 5 INSET days

Main duties and responsibilities

Supporting students

- ❖ Assist and support individual or small groups of students in the SSB who require additional support to access learning.
- ❖ Assist in the planning and delivery of positive interventions for students in the SSB who require additional support with their social, emotional and mental wellbeing.
- ❖ Assist in the management of student timetables and schedules to ensure a smooth transition between the SSB and mainstream lessons.
- ❖ Where required, support targeted individual or small groups of students within the classroom under the overall control of a qualified Teacher.
- ❖ Establish supportive relationships with individual students, whilst using specialist knowledge/experience to address individual needs.
- ❖ Support and encourage the personal development and social integration of individual students.

- ❖ Supervise and accompany students for curricular or extracurricular activities.

Supporting staff

- ❖ Support the SENDCO and team to develop and deliver appropriate support plans for individual students, ensuring that interventions are recorded and impact monitored through the 'Assess, Plan, Do, Review' process, in compliance with the 0-25 Special Educational Needs (SEN) Code of Practice 2015.
- ❖ Act as a point of contact for, and liaise with, parents/carers, other schools, providers and multi-agency professionals.
- ❖ Provide feedback to school staff and appropriate professionals relating to the learning needs and social, emotional and mental health needs of individual students.
- ❖ Assist with lunch and break time supervision on a rota basis.

Supporting the curriculum

- ❖ Contribute to curriculum planning, evaluation and implementation e.g. determine the need for, prepare and use specialist equipment, plans and resources to support students in the SSB.
- ❖ Assist in developing, preparing, using and maintaining relevant teaching resources, including ensuring that SSB classroom materials are kept stocked and available for use.
- ❖ Co-ordinate and organise curricular and extracurricular activities as part of the student support programme.

General responsibilities applicable to all staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students. To attend staff meetings and Trust-based INSET as required.

- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.

- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Special conditions of employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> • A good standard of education with GCSEs of at least grade 4/grade C in English and maths. • Able to use a range of standard ICT applications effectively, as required e.g. Microsoft Office suite. 	<ul style="list-style-type: none"> • Relevant professional qualifications or training e.g: • Completion of the DfE Induction for Teaching Assistants. • CLANSA or Cornwall Certificate in SEN. • Understanding of SEMH and use of the Boxall Profile. 	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Excellent understanding of how to support learning needs and social, emotional, and mental health needs. • Excellent communication skills. • Good level of literacy and numeracy. • Sound ability to undertake effective development planning, report writing and record keeping. 	<ul style="list-style-type: none"> • Relevant experience of working with children and young people. • Knowledge of a particular area of the curriculum or learning need/SEMH need (e.g. EBD, ALS, literacy or numeracy). • Knowledge of guidance and requirements around safeguarding children. 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> • High level of patience and empathy, particularly with young people. • High level of emotional intelligence and ability to motivate others. 		Interview
Additional requirements	<ul style="list-style-type: none"> • Demonstrates understanding of, and enthusiasm for, working in a busy school environment. • Adaptability and willingness to assist with other aspects of school life. • Commitment to safeguarding, wellbeing and equality. • Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. • Understands and respects the need for absolute confidentiality. • Willingness to continue to learn, develop and train. 	<ul style="list-style-type: none"> • Ability to undertake some driving in role e.g. minibus. 	Interview



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