



## SHROPSHIRE COUNCIL

### Tuition, Medical & Behaviour Support Service (Pupil Referral Unit)

#### JOB DESCRIPTION

##### Details of Post

<b>Designation:</b>	Teaching Assistant
<b>Scale:</b>	Grade 6
<b>Salary Range:</b>	Point 8 – 11 (£19,550 to £20,511) pro rata to term time only
<b>Hours:</b>	32 hours 15 minutes per week – term time only
<b>Contract:</b>	Permanent Contract
<b>Location:</b>	Monday to Friday based at Harlescott Education Centre

##### General Information

The appointment is to the Tuition, Medical & Behaviour Service (Pupil Referral Unit) which provides education, based at six Education Centres, for students who, by reason of illness, exclusion or otherwise, are being educated out of school. The Service caters for students in KS1 to KS4 who have a wide range of needs. It also provides teaching support in two hospitals and shared placement provision for students in mainstream schools.

The purpose and function of the Service is to provide quality and engaging alternative education packages for KS1 to KS4 students who are unable to maintain their full-time placement in mainstream school. The Service works in partnership with mainstream schools, providing an intensive intervention and assessment package working towards full reintegration. The main focus of the Service lies in promoting positive behaviour and attitudes to learning for students who are currently having difficulty or who are at risk of exclusion. At KS4 the Service focus is to support students through full-time programmes including GCSE, work experience and vocational courses.

The post holder will report to the Executive Headteacher, Assistant Head – Head of Primary and Harlescott Centre Manager.

## **Main Purpose of Post**

The main purpose of the post is to work alongside teaching staff delivering educational programmes to students, including core subjects, reintegration and sports and leisure activities.

## **Principal Duties and Responsibilities**

### **Supporting the Pupils**

- Drawing on knowledge of various forms of behavioural special needs, to develop an understanding of the specific needs of the students concerned.
- Taking into account the special needs involved, to aid the students to learn as effectively as possible both in group situations and on their own by, for example:
  - clarifying and explaining instructions;
  - ensuring the students are able to use equipment and materials provided;
  - motivating and encouraging students as required;
  - assisting in requiring intervention areas e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
  - helping students to concentrate on and finish work set;
  - meeting physical needs as required whilst encouraging independence.
- Liaising with class teacher devising complementary learning activities.
- To establish a supportive relationship with the students concerned.
- To encourage acceptance and integration of the students with special needs.
- To develop methods of promoting/reinforcing student's self esteem.
- To support and transport the students as directed to sport and leisure activities/enrichment opportunities.
- To liaise, advise and consult with other members of the team supporting the students.

### **Supporting the Teacher**

- To support the class teacher in general classroom administrative tasks, preparation and record keeping.
- To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support for the students.
- In conjunction with the class teacher and/or other professionals to implement systems of recording student progress.
- To contribute to the maintenance of student's progress records.

- To participate in the evaluation of the support programme.
- To provide regular feedback about the students to the teacher.
- To use Information Technology equipment to support the students and the teacher.

### **Supporting the Service**

- To be aware of Service policies and procedures.
- To carry out any other duties, appropriate to the post, which may be required from time to time by Executive Headteacher/Line Manager.
- To participate in a programme of personal and professional development.
- To be aware of Health & Safety Regulations at work and act upon any guidelines issued by the Local Authority.
- To follow Child Protection procedures as outlined in Local Authority and Service guidelines.

### **Conditions of Service**

- The Conditions of Service are those laid down by the National Joint Council for Local Government Services, as amended from time to time and as adopted by Shropshire Council.
- The post is Grade 6. Progression through the grade will be by annual increment.
- The post is based in Harlescott Education Centre. The appointment will be for 32 hours 15 minutes per week. The working times will be Monday to Friday 8.45am to 3.30pm with 30 minutes lunch break. The work pattern is term time only.
- The post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.
- Smoking is not permitted in any Shropshire Council building/transport.
- The appointment is subject to one month's notice in writing on either side.
- The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

- This post is exempt from the Rehabilitation of Offenders Act and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure and appropriate pre-employment checks before the appointment is confirmed. The appointment is also subject to satisfactory medical questionnaire, employment references and evidence of the qualifications required for the post.
- The post holder must have access to suitable means of transport as required for official duties. The post holder must maintain a full current UK driving licence and ensure that their vehicle insurance provides appropriate cover. The post holder may be directed to work at any of the Centres, travel to other Centres will not be paid.