

Job description

Job Title:	Functional Skills Teaching Assistant		
Directorate:	People	Salary:	For 22.5 hrs, TTO: £13,548 – £15,400 plus £380 London Weighting Full-time equivalent, TTO: £22,280 – £25,324 plus £624 London Weighting
Section:	Virtual School	Grade:	BF I SCP 6 - 14
Location:	Stellar Grove – Portman Close	Work Style:	Fixed

Key Objectives of the role

To be an integral part of the Children's Support Service, working to the direction of the Stellar Grove Lead and Virtual School Head to improve the post 16 opportunities for identified children and young people:

- in the care of Bracknell Forest Council (CLA), including Unaccompanied Asylum Seeking Children and Young People (UASC);
- open to social care on CiN or CP Plans (CWSW);
- not in education employment and training (NEET); and
- with an education health and care plan (EHCP).

Designation of post and position within departmental structure

Service Lead: Virtual School Head

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Stellar Grove Lead

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Teaching Assistant

Daily and monthly responsibilities

Teaching and learning/support for students and tutors

1. To assist in developing and maintaining the highest standards of functional skills teaching and learning possible for identified children and young people who attend tuition at Stellar Grove.
2. To work in collaboration with other members of the Virtual School, Social Workers, SEND, Elevate, Schools, and parents/carers to promote good attendance and academic achievement.
3. Assisting tutors in preparing the lesson materials and centre equipment.
4. One to one support to students as required, including those with an EHCP.
5. Helping students manage stress and anxiety, in and outside the classroom, providing co-regulation and reflective learning opportunities to enable them to fully participate in the learning.
6. Work individually with students to help improve their understanding of session content.
7. To maintain effective relationships with a range of professionals and provide such information as is necessary to enable the LA to carry out its functions and duties.
8. To invigilate exams and tests.

Administrative Duties

9. Developing, printing and copying session resources.
10. Support with processing referrals and sending out joining instructions.
11. Update Stellar Grove's tracking documents, ensuring that detailed and accurate records are maintained in respect of the children and young people attending sessions.
12. Contribute and collate information on data and reports for relevant management groups and reporting purposes regarding the progress and attainment.

Standards and Quality Assurance

13. Support the aims and ethos of Stellar Grove and the Virtual School.
14. Set a good example in terms of dress, punctuality and attendance.
15. Attend supervision and appropriate meetings as required and act upon advice and agreed actions.
16. Be proactive in matters relating to health and safety across the centre.
17. Ensure that the DBS update service is signed up to.
18. To keep up to date with relevant legislation, i.e after school clubs, community activities and tuition safeguarding guidance for providers.

19. To keep informed about current developments in education and related fields, including Government legislation.

Scope of role

There are no budgetary responsibilities.

The postholder may be required to work outside of normal office hours.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation, at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> 5 GCSE Grades A-C, including English and Maths or equivalent. 	<ul style="list-style-type: none"> Related Professional Qualification. Relevant Further or Higher Education qualification. First Aid certificate. Additional SEND training.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Recent experience supporting children and young people with SEMH and using a variety of behaviour support strategies. Experience supporting students with general and specific learning difficulties. Experience supporting students who are neurodiverse. Understanding of the principles of child development and learning processes. Proven organisational skills and success in meeting deadlines. Ability to work collaboratively as part of a team and to assist other staff and management to meet their deadlines and targets. A good range of IT skills and the ability to maintain and record data accurately. Understanding of and commitment to the requirements of safeguarding children and young people. Commitment to safeguarding practices and procedures. 	<ul style="list-style-type: none"> Experience of supporting Children Looked After and an understanding of the barriers to education. Experience supporting UASC/ESOL students. Experience working with KS4 and KS5 students. Knowledge of functional skills curriculum and the attainment and assessment processes. Knowledge of the associated national policies, procedures and legislation relating to working with and supporting children in care. Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans. Experience of multi-disciplinary working within the children's workforce area.
Work-related Personal Requirements	<ul style="list-style-type: none"> Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion. A flexible approach. Capacity to use initiative to solve problems. Ability to represent the department in a professional and confident manner. Good written and oral communication skills. 	Capacity to represent the department at meetings.

- Approachable manner, reliable, conscientious, articulate, patience and kind.
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Other Work Requirements

- Commitment to ongoing personal and professional development and training.
 - A satisfactory enhanced Disclosure and Barring Service check.
 - This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.
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Role models and demonstrates the Council's values and behaviours

- Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.
 - We make our values real by demonstrating them in how we behave every day.
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All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

