**Lancashire County Council**

**Combined Role Profile**

**Grade Profile – Teaching Assistant - Level 3 (Grade 6)**

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| **POST** **TITLE:**  | TA3 INCLUSION KEYWORKER |
| **GRADE:**  | Grade 6 SCP 11-19 |
| **CAR USER:**  |  No |
| **LOCATION:**  |  McKee College House |
| **RESPONSIBLE TO:**  | Senior Leadership Team |
| **STAFF RESPONSIBLE FOR:**  |  None |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  |
| * To establish positive working relationships with students, parents/carers and staff.
* To fully participate in the continuous development in their understanding of the whole child through attendance at weekly briefings and CPD arranged by leads in SEN, Safeguarding and Behaviour.
* To act upon the advice and guidance of the SLT in realising the Child’s Journey through the school.
* Work with teachers to ensure that class environment and classwork is appropriate for the student in respect of their specific needs in relation to safeguarding, behaviour and SEN.
* Plan and deliver specific interventions for the individual child with reference to the identified needs of that child.
* Work with teachers to identify, assess and provide particular support to targeted students to enable the student to overcome barriers to learning and promote positive engagement
* Work with students who are struggling to engage in the classroom environment, exhibit challenging behaviour or are not thriving in school to identify their needs and support the development of individual plans
* Facilitate group sessions around topics relevant and of interest to our student's needs to promote engagement and sense of belonging
* Work in a one-to-one relationship with targeted, vulnerable students to implement an action plan
* Work with parents / carers to help promote positive attendance/behaviour and improved self esteem to ensure students are able to achieve their potential through improved engagement with school
* Model commitment, resilience, patience, hard work and a good sense of humour
* Working as an advocate with a case load of students, working to ensure that staff and wider care team members are regularly updated on the students views, wishes and feelings.
* Work with student and their parents/carers offering practical and emotional support and creative responses to their needs. Inclusion keyworkers will be responsible for supporting a case load of approximately 8 students at any one time

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| **MAIN ACTIVITIES** |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a Grade 6 post.**  **Support for Students** * To play a central roll in respect of their allocated students, including being the first point of contact for students and parent.
* To champion their allocated students, ensuring they have a holistic understanding of the level of need for that student and provide support to assist student progress, attainment and personal development.
* To ensure relevant staff are aware of any issues related their allocated student that may impact on the student safety/heath and wellbeing and ability to attend and attain**.**

**Support for the Teacher** * To monitor individual students' progress and to report on students needs, achievements and concerns.
* To assist in student supervision and the management of student behaviour.
* To undertake classroom administrative tasks including the maintenance of records.
* To actively provide ideas, resources and learning strategies for lessons
* To liaise with parents, carers and outside agencies, where appropriate.
* Administer tests and assist in the invigilation of exams**.**
* Assist in the supervision of children on trips/visits.
* To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for student(s) and to differentiate curriculum content according to the needs of student(s).
* To plan and implement specific programmes with individual students or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
* To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of student(s).
* To assist in the devising of student's individual targets and their monitoring and review.
* To support the trauma informed practice across the school.
* To develop positive relationships with students and staff to assist student progress, attainment and their personal development.
* To monitor and record student progress on a regular basis and to prepare reports as required.
* To assist in the specific medical/care needs of students when specific training has been undertaken.

 **Support for the School** * To assist in providing a purposeful, orderly and supportive environment for learning.
* To support the promotion of positive relationships with parents, carers and outside agencies.
* To work within school policies and procedures.
* To attend staff training/meetings as appropriate.
* To take care for their own and other people's health, safety and wellbeing.
* To work under the direction of a line manager.
* To be aware of the confidential nature of issues related to home/student/teacher/schoolwork.
* Assist in the supervision, training and development of other members of staff.
* To undertake cover supervision for whole classes.
* To contribute to the development of trauma informed practice and able to differentiate learning to meet need.

 **Support for the Curriculum** * To deliver targeted intervention
* To be familiar with the content of the school curriculum.
* To assist in the delivery of appropriate programmes of work.

To support the use of ICT in learning activities

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| **Note:**  | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**  |

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# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Attendance

# Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

# Trauma Informed

# This school is committed to the further development of our trauma informed practice and expects all staff and volunteers to share this commitment.

**Person Specification Form**

**Post Title - Teaching Assistant - Level 3**

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| **Personal Attributes required (on the basis of the job description)**  | **Essential (E) or** **Desirable (D)**  | **To be identified by:** **(eg application form, interview, reference etc)**  |
| **Qualifications**  NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable GCSE Grade C or above (or equivalent) in English and Maths  |     E  E   |           |
| **Experience**  Experience of working with children Experience of working in a relevant classroom/service environment Experience of supporting students with challenging behaviour and high need.  | DD  D   |           |
| **Knowledge/skills/abilities** Ability to relate well to children Ability to work as part of a team Ability to work well under directionAbility to relate well to parents/carers Ability to supervise and assist students Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of strategies, for example numeracy and literacy Ability to make effective use of ICT Ability to assess children’s development Ability to plan and deliver interviewsFlexible attitude to work   |    E E E E E EE E D D E E  E E E E E   |                       |
| **Other** Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record, punctuality and commitment to regular attendance at work  |  E  E E   |        |
| **Special Requirements** Commitment and enthusiasm for working with students who have a wide range of need in our setting.   | E   |     |