Job Specification

**Job Title:**  Higher Level Teaching Assistant - EBSA

**Grade: Grade G SCP 19 – SCP 23**

**Line Manager: Assistant Principal – SENDCO**

**Purpose of the role**

To work with the SENDCO, Deputy SENDCO, class teachers and pastoral staff, and in partnership with parents, carers and families, and other agencies, to support children and young people who are struggling to access education.

To facilitate equality of access and provide high quality mentoring support to maintain children and young people within Lord Lawson of Beamish Academy.

**Key Responsibilities**

**Mentoring**

* To provide high quality mentoring support to maintain children within Lord Lawson of Beamish Academy, or to aid their transition back into Lord Lawson of Beamish Academy.
* To work with identified children to help overcome barriers to learning related to anxiety, building confidence and resilience by facilitating access to learning.
* To support the child in their transition back into mainstream learning
* To establish productive empathetic relationships with children, challenge and motivate them, promote and reinforce self-esteem, build resilience, act as a role model, and set high expectations.
* To maintain all records required to enable monitoring of quality, delivery and outcomes.
* To report progress to various teams in the academy including SLT, governors, pastoral and T&L.

**Planning**

* To plan, develop and deliver learning activities with a focus on social, emotional and mental health aspects of learning and responding to individual children’s needs, once identified by appropriate professionals.
* To inform, develop and enhance the practice of Lord Lawson of Beamish Academy through advice, training and modelling and promoting specific strategies to secure the effective learning of anxious children.
* To manage a caseload of children who require intervention, support and monitoring.
* To write reports which identify appropriate strategies and advice, contribute to the plan-do-review process, and advise on future targets in collaboration with other professionals involved with the children.
* To research and develop appropriate resources.

**Working with staff, parents/carers, and other professionals**

* To work in partnership with parents/carers and families, and other agencies to support children and young people who are struggling to access education due to emotionally based school avoidance.
* To work in collaboration with a range of services when required, to advise on learning plans to support inclusion and to address the social, emotional and mental health needs of individual children, building on the work of, and working in partnership with, existing mental health services and projects including CYPS
* Communicate effectively with other staff members and students
* Communicate your knowledge and understanding of students to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on student progress, attainment, and barriers to learning, as provided by teaching staff
* With the SENDCO, keep other professionals accurately informed of performance and progress, or concerns you may have about the students you work with
* Develop effective professional relationships with colleagues

**General Duties**

**Professional Development**

* Help keep your own knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take an active part in departmental training
* Take part in the school’s appraisal procedures

**Safeguarding**

* Promote the safety and wellbeing of students and help to safeguard students’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Promote the safeguarding of all students in the school
* Ensure that appropriate reasonable adjustments are made where necessary for students.

**General**

* Equal Opportunities: the academy has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work
* Health and Safety: the academy is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work
* Confidentiality: the academy is committed to maintaining the privacy of all its staff and pupils. It expects all staff to manage all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have

The Learning Mentor will be required to follow school policies and the staff code of conduct.

This job description is illustrative of the general nature and level of responsibility of the role. It Is not a comprehensive list of tasks, and the postholder may be required to perform other duties appropriate to the role.

This job description may be amended at any time in discussion between the Principal or Line manager and the employee and will be reviewed annually before the commencement of the next appraisal cycle.