 Laleham Gap School Job Description

**Job Description:** **Wellbeing Co-ordinator** (Teaching Assistant – Level 3)

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| **School:** | **Laleham Gap** |
| **Grade:** | **Kent Range 6 plus SENA** |
| **Responsible to:** | **Resource Manager Wellbeing** |

**Purpose of the Job:**

To work alongside resources managers and within our Wellbeing Team to coordinate the provision of activities in school and off site to support teaching and learning, providing specialist support across the curriculum and age ranges.

Roles at this level may provide cover supervision in line with the Workforce Agreement Modelling Group (WAMG) Note 22.

**Key duties and responsibilities:**

* Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils. Coordinate and deliver home tuition as required. Coordinate with parents and other professionals.
* Work with our Post 16 staff to plan Personal Development activities and lessons to help prepare our young people for adult life.
* Coordinate appropriate school wide initiatives.
* Monitor activities, record and share data to support strategic planning.
* Assess, record and report on development, progress and attainment as agreed with the teacher.
* Monitor and record pupil responses and learning achievements, implementing support programmes to resolve any problems. Consult with subject leader as required.
* Plan and evaluate specialist learning activities with the teacher, writing of reports and monitoring of records made by TA’s.
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* To provide support for pupils with complex social and emotional well-being needs.
* To deliver support for student and staff wellbeing, Mental Health First Aid and medical duties such as administration.
* Teaching Assistants in this role are expected to undertake at least one of the following:
	+ Provide specialist support to pupils where English is not their first language.
	+ Provide specialist support to gifted and talented pupils.
	+ Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject). Cover the Year 7 & 8 teaching assistants (level1 and LSS). Provide specialist support to all pupils with an EHCP/Statement
* To co-ordinate on planning, organising and implementing individual development plans for pupils (such as provision maps/EHCP provision plans), including attendance at, and contribution to, reviews.
* To devise and co-ordinate individual support plans and risk assessments for pupils with severe learning and/or emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
* Provide support for the teachers and other colleagues in the manual handling and/or physical restraint of pupils to ensure pupils’ wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
* Guide and support pupils in their personal, emotional and social development.
* Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
* Coordinate work for pupils requiring alternative timetables, including acting as the link person for offsite provisions, including but not limited to Challenger Troop and KMS.
* Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
* Undertake lunch duties, playground duties and before/after school duties – these will be specified within your contract of employment.
* Provide short term cover supervision of classes.
* Invigilate exams and tests.
* Assist with the schools morning and after school pupil transport arrangements.
* Escort and supervise pupils on educational and out of school activities including 1:1 support where appropriate.
* Supervise the work of other support staff/trainees.
* Prepare and present displays.
* Be responsible for the preparation, maintenance and control of stocks of materials and resources.
* Attend to personal care needs to ensure pupil’s wellbeing and health and safety.
* Attend Professional Development meetings – these will be specified within your contract of employment.
* Attend and contribute in wellbeing and case review meetings.
* Apply Mental Health First Aid training to enhance the wellbeing of all pupils and staff.
* Coach and mentor level 1 and 2 TAs to enhance their professional development, including carrying out performance management tasks.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Any other duties or tasks appropriate to the grade of the post assigned by the Headteacher.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Laleham Gap School Person Specification

**Person Specification:** Teaching Assistant – Level 3

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Level 3 Diploma (or equivalent).
* Mental Health First Aid or willing to undertake training
* Medical Administration or willing to undertake training
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| **EXPERIENCE** | * At Least 2 Years Successful relevant experience of working with children.
* Writing, implementing and reviewing risk assessments and individual support plans
* Writing professional reports and use of Microsoft Software
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| **SKILLS AND ABILITIES** | * Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to support with pupil behaviour.
* Confidence to provide 1:1 tuition and support to children offsite and within their home environment.
* Leadership qualities – ability to lead and co-ordinate a project or a team.
* Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.
* Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required.
* Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.
* Ability to establish and maintain professional working relationships with families, carers and other professionals.
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| **KNOWLEDGE** | * Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
* Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience.
* Knowledge and skills relating to effective mentoring of young people or willing to undertake training.
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