

Job Title: LAC (Looked after children) Teaching Assistant

Academy: ACE Schools (part of Transforming Futures Trust)

Reporting into: Headteacher / Line Manager

Grade Range: D

Hours: 32.5 per week, 39 weeks per year

Contract: 12 month contract

Job Purpose

Under the direction/instruction of Senior Staff, provide general support to students and staff, including preparation, routine maintenance of resources/equipment.

Responsibilities

Support for students in accessing learning activities in a variety of settings as directed by Teacher/Senior Staff to include:

- Support and encourage students to engage in learning activities, and promote Good Behaviour
- Assist with the supervision of students during off-site activities, including Training Placements
- Be aware of, and comply with Policies and Procedures relating to:- Child Protection; Health & Safety; Security; and Confidentiality – reporting all concerns to the Designated Person/s
- Be aware of, and support difference, and ensure all students have equal access to opportunities to learn and develop
- Provide support for the preparation of, and undertaking of examinations
- Be an effective role model for the standards of behaviour expected of students
- To support in the development of multi-agency plans
- To promote the engagement of children in care in post 16 education by facilitating visits to appropriate post 16 provisions.
- To provide a first line of response to ensure education is continued for our children in care in the event of placements reaching the point of crisis.
- To deliver learning to small groups of looked after pupils, using work set by their subject teachers to supplement whole class learning. Both in school and in settings outside school.
- To assist in the engagement of reluctant school attenders who are in care.
- To work in collaboration with colleagues and representatives of the various agencies involved in the life of our children in care.
- To use evidence based therapeutic interventions to improve engagement in learning.
- To enable our young people to re-integrate into mainstream education by supporting them over a period of change.
- One to one or small group tutoring to promote the academic achievement of pupils in care

Support for the Academy to include:

- Contribute to the overall ethos/work/aims of the Service
- Appreciate and support the role of other professionals, and maintain positive working relationships
- Attend relevant meetings as required
- Participate in training, learning activities, performance development, and maintain record of own professional development

General Duties

- As and when required, to undertake duties in connection with personal hygiene and welfare of students, as directed by teaching staff
- As and when required, to undertake duties in connection with personal hygiene and welfare of students, as directed by teaching staff
- Provide clerical/admin support, e.g. attendance/absence, typing, photocopying, printing, display, baseline assessment
- Ensuring maintenance of a clean, safe, and orderly working environment
- Timely and accurate preparation of routine equipment, resources, materials, as instructed, ensuring quality/safety
- Undertake record keeping as directed
- Monitoring and arranging orderly and secure storage of learning resources

Experience & Job Knowledge

Essential

- Experience of supporting young people with behavioural & learning difficulties
- Experience of supporting with the supervision of young people during off-site activities
- Experience of working “attachment friendly”
- Experience of working with children at or near the point of crisis
- Experience of delivering learning to young people
- Experience of working with office 365

Desirable

- Evidence of supporting in the writing of IEP’s and Pastoral Support Plans
- Evidence of involvement in extracurricular activities
- Evidence of supporting in developing / delivering differentiated programmes of work
- Knowledge of SEN and statutory assessment procedures, and the SEN Code of Practice
- Experience of working with young people who suffer from mental health complications
- Experience delivering remote learning via Microsoft Teams
- Experience of multi-agency working

Skills

Essential

- Good communication and interpersonal skills
- Ability to work within school community teams, and wider community teams
- Ability to produce clear and accurate reports
- Ability to follow instructions, and to use initiative to work with young people in a variety of outreach placements, including Food & Nutrition, P.E./Outdoor Education, and Vocational placements
- Ability to work within corporate policies. Awareness of Equal Opportunities and Health & Safety, Child Protection Procedures and Safeguarding & Welfare
- Ability to maintain good discipline and challenge negative behaviour
- Ability to maintain good discipline and challenge negative behaviour
- Ability to use Microsoft office 365

Desirable

- Evidence of communicating & cooperating with a range of Children's and Young People's Services

Qualifications

Essential

- GCSE English and Maths (A*-C) or Adult Literacy & Numeracy Level 2 equivalent
- Level 3 qualification in working with children or young people

Desirable

- Teaching assistant related qualification
- Youth work related qualification
- Other equivalent qualification relevant to children/young people

Physical Requirements

Essential

- Full driving licence and business insurance, with a vehicle suitable to transport individual pupils to activities
- Participate in off-site and in-house extra-curricular programmes

Desirable

- Mini-bus driving certificate
- Ability to visit and provide support at other ACE sites in Plymouth when required

Personal Qualities and Attributes

- Patience, acceptance, curiosity, and empathy with and for the children
- Team player
- Punctuality and reliability is essential
- Resilience, energy, and a solution focussed attitude
- Confidentiality
- A strong work ethic will need to be demonstrated

Trust Standards

The post holder is, at all times, required to work within the Trust's:

- Health and Safety Policy, performance standards, safe systems of work and procedures
- Act in accordance with the appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.

Trust Values

Values

- Professional excellence in all we do
- Valuing the individual and our service to them
- Valuing growth and releasing potential
- Celebrating Success
- Compassion and caring for everyone

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change and the above list is not exhaustive. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.