Job Description and Person Specification

Job Title: Teaching Assistant – Level 3

Accountable to: Senior Higher Level Teaching Assistant and the HLTA team

This post is based at NUGENT HOUSE SCHOOL, Carr Mill Road, Billinge, Wigan, WN5 7TT

Nugent

The origins of Nugent date back to the 1800’s and the pioneering work of Father James Nugent (1822-1905) in relation to child welfare, relief from poverty and social reform. The work of Father Nugent had a dramatic impact on the lives of thousands of vulnerable people and his work continues to this day through Nugent. We are the social welfare arm of the Catholic Archdiocese of Liverpool.

Today, Nugent offers a diverse range of support to adults and children in Merseyside through our schools, care homes, community and social work services and social enterprise. As a health and social care provider, we work at the heart of some of the most vulnerable and disadvantaged communities. We strive, not only to provide the best possible service to individuals and their families in these areas, but to generate interest, awareness and an understanding of the issues they face and the impact of this on our wider communities.

Nugent supports on average 6,000 people each year. We are a major employer in the area, employing 650 staff and supporting 350 volunteers. We courageously advocate on issues of justice and fairness.

Our Mission:

• To care, educate, protect and inspire those in need.
• To be an employer of choice.
• To be an advocate: A voice for the voiceless.

Vision:

• Our vision is be an entirely dignified & outstanding organisation by 2020.

Our Values:

• Integrity, Ambition, Courage, Compassion, Optimism, Respect and Dignity.

Nugent celebrates diversity in our organisation and in society as a whole and is an equal opportunities employer welcoming all people with a positive view of age, caring responsibilities, gender, disability racial origin, religion, sexual orientation or socio-economic background.
The School

This special school opened in January 1983 to cater for the individual needs of pupils of all denominations between the ages of 7 and 19 who have been unable to adjust to the demands of mainstream education and who could not, therefore, be expected to realise their academic potential without some specialist help.

Pupils who attend Nugent House School have social, emotional and behavioural difficulties, in addition some pupils have learning difficulties. The school is situated in the pleasant residential district of Billinge, surrounded by attractive countryside. The provision of the School’s own transport and excellent local facilities giving access to the national motorway and rail systems makes readily available the nearby National Parks of the Lake District, Yorkshire Dales, Peak District and Snowdonia, as well as the urban conurbations of Liverpool and Manchester.

Overall purpose of the post:

- To provide support to teachers and pupils by performing a range of services related to learning and development of children.

- To provide assistance to pupils under the guidance of a teacher in a variety of classroom and out of class learning activities.

- To be part of a staff team that contributes to the strategic development of the school and to safeguard children at all times.

- To work together with teachers, mentors and other colleagues to address the needs of pupils who require help to overcome barriers to learning in order to achieve their full potential and to enable the school to raise standards of achievement improve attendance and raise standards of behaviour.

- The Teaching Assistant must keep the subject teacher, Senior Higher Level Teaching Assistant and senior managers fully informed of all matters of concern within his/her delegated authority, and must consult with senior staff if these matters of concern involve outside agencies;

- In addition to the relationships determined by the structure and lines of accountability, close working relationships under the supervision of the Senior Higher Level Teaching Assistant should be maintained with:-

- Learning and Teaching Team and Mentoring team;

- To maintain positive and productive leaderships with all members of the school’s support and administration teams.

Main duties and Areas of responsibility

Support for Pupils

- To promote pupils' development in a safe, secure, challenging environment employing strategies to recognise and reward achievement.

- To have regard for the safety and wellbeing of the pupil at all times.
• To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning and to act as a role model, setting high expectation.

• To support the development and progress of pupils’ literacy and numeracy needs under the guidance of the SENCO or class teacher and deliver intervention programmes.

• To observe, record and support the development and progress of pupils to identify needs and difficulties and to feed back to pupils in relation to their progress and achievement.

• To support pupils in a variety of out of class extended learning activities.

• To support pupils in all aspects of the education and curriculum across all key stages.

Support for Teachers in the preparation of Learning Support Mentors
• To assist teachers in preparation of learning materials.

• To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and maintaining a welcoming learning environment.

• To support teachers in their assessments of pupils.

• To provide clerical support e.g. photocopying. Filing etc in allocated curriculum areas.

• To be consistent and fair in the implementation of the whole school behaviour management policy and to manage behaviour constructively, promoting self control and independence.

• To assist in maintaining good effective classroom and corridor displays and materials as directed.

Support for the School
• To work alongside other professionals in assessing children’s progress/needs.

• To attend appropriate staff meetings as required.

• To assist with the general supervision of pupils at the start of the day and during break times and/or when required.

• To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

• To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.

• To take a responsibility for pupil discipline throughout the school as part of the school team and to contribute to maintaining high standards of behaviour.

• To be aware of all Health & Safety issues.

• To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Principal.

• To be a proactive member of the school and class team and have a positive and enthusiastic approach with pupils.

• To attend relevant professional development to update knowledge.
• To attend positive handling and intervention techniques initial training and refresher courses as required.

• To attend supervision sessions.

• To be punctual and follow all school routines and policies.

Support for the Curriculum
• To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies.

• To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use.

• To set out, prepare and maintain equipment, indoors and outdoors.

• To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects.

Professional Tasks and Development
See person specification.

Safeguarding
Ensuring safe practice guidelines are followed and safeguarding policies and procedures are adhered to at all times.

Additional Duties
It is the nature of the work of Nugent Care, Liverpool, that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Additional duties as and when required. The role may include evening and weekend working.

EQUALITIES
Nugent Care affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. Nugent Care will ensure that discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment.

NUGENT AND FUNDRAISING
Nugent Care is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, from grant making bodies and corporate sponsorship.

All employees of Nugent Care are expected to behave in a way that enhances the reputation and image of the Charity. In addition staff are expected to be responsive to fundraising initiatives,
attend public events whenever possible and generally take seriously their role in raising income for the Charity at every opportunity.

INFORMATION GOVERNANCE AND CODE OF CONFIDENTIALITY

The Information Governance standards outline how employees must deal with personal information about employees', service users, corporate and finance information. It is a requirement that all Nugent Care employees', in the course of their work, treat such personal data confidentially and comply with Nugent Care's confidentiality policies. A failure to comply with Information Governance standards may result in disciplinary action.

BASIC PRINCIPLES

The post holder is expected to be familiar with and have regard to the Basic Principles of Nugent Care and work within that framework. He/she must be prepared to operate within a Catholic Establishment, but ensure that people of all denominations and religions have their spiritual needs met.

CONDITIONS OF SERVICE

The Conditions of Service are set out in the Nugent Care Handbook.

Nugent Care has a probationary period of up to nine months. A probationary appraisal will take place at six months with an initial performance review at the three month stage.

HOURS OF WORK

32.5 hours per week, term time only (39 weeks). (Unpaid breaks)
Person specification for Teaching Assistant Level 2 and Level 3

Please use these specifications to define your application statement.

All areas assessed through application form, interview and references

QUALIFICATIONS

Essential
- Level 3 Qualification in Learning Support or willingness to work towards it.
- L2 Qualification in Literacy and Numeracy or willingness to work towards it.

Desirable
- NVQ Level 2/3 Teaching Assistant qualification or equivalent and Development with Children (Please note Level 3 posts will be candidates who already hold a Level 3 qualification)
- Other relevant qualifications eg sports coaches, mentoring tutors and educated to degree level.
- Training in the relevant learning strategies eg. literacy and/or in particular curriculum or learning area eg. dyslexia, ICT, Maths, English, PE
- First Aid training as appropriate
- Evidence of further related training or interests/training in relevant learning interventions.

EXPERIENCE & KNOWLEDGE

Essential
- Experience of working with children in an educational, social care or equivalent setting

Desirable
- Experience of working with children having a range of special needs
- Experience of working with children having a range of special needs in a special school setting

SKILLS

Essential
- Effective use of ICT
- Ability to relate well with children and adults
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these roles
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Good communication skills
- Evidence of skills appropriate to the management of challenging behaviour
- Good organisation and administrative skills
- Ability to motivate and engage children with complex difficulties
- Ability to work in a 1:1 or group setting.

Desirable
- Ability to use other equipment / technology eg. video, photocopier etc.
- Ability to use effective databases, spreadsheets, word documents etc.

PERSONAL QUALITIES

Essential
- The ability to develop purposeful and positive relationships with children who may be demonstrating difficult and inappropriate behaviour.
- The ability to work within a multi-disciplinary team.
- The maintenance of confidentiality at all times.
- Be flexible in outlook
- A good listener,
- Able to empathise with children in difficulties, be firm but compassionate in nature and able to cope with stress.
• The ability to recognise own training needs.
• Ability to adapt and improve your own practice.
• Resilience, humour, patience and an enthusiastic learner.

**KNOWLEDGE**

**Essential**

• Full working knowledge of relevant policies/codes/practices and awareness of relevant legislation
• Understanding of the principles of child development and learning processes
• An understanding of the needs of complex young people and strategies to alleviate problems - can use it effectively to support learning.

**Assessment**

Application form, Certificates of Achievement, interview, references

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