



## IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.



Brighton & Hove

## JOB DESCRIPTION

**JOB TITLE:** Teaching Assistant – Behaviour/Guidance/Support - Role D

**SECTION:** Schools

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**Please note;** this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable. Text in bold font indicates the key level responsibilities for this role.

### 1. **PURPOSE OF JOB**

**Under an agreed system of supervision, take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning**

### 2. **PRINCIPAL ACCOUNTABILITIES**

#### **Support for the Pupils**

- **Take a lead role in managing and delivering** pastoral support to pupils
- **Manage the supervision** of pupils excluded from, or otherwise not working to, a normal timetable
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- **Undertake** comprehensive assessment of pupils to determine those in need of particular help
- Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans
- **Take a lead role** in the provision of support for pupils with special needs
- Establish productive working relationships with pupils, acting as a role model
- **Arrange and develop** 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- **Take a lead role** in managing the speedy / effective transfer of pupils across phases / integration of those who have been absent
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.

#### **Support for the Teacher**

- **Manage** liaison with feeder schools and other relevant bodies to gather pupil information

- Support pupils access to learning using appropriate strategies, resources, etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff, on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence
- **Manage record keeping systems and processes**
- **Take a lead role** in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents / carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- **Take a lead role** in the development, implementation and monitoring of systems relating to attendance and integration, e.g. registration, truancy, pastoral systems, etc.
- Provide administrative support e.g. dealing with correspondence, compilation / analysis / reporting on attendance, exclusions, making phone calls, etc.

### **Support for the Curriculum**

- Implement agreed learning activities / teaching programmes, adjusting according to pupil responses / needs
- **Actively seek information regarding, and utilise,** the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

### **Support for the School**

- **Comply with and assist with the development of** policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- **Be responsible for the provision of** out of school learning activities within guidelines established by the school
- **Contribute to the identification and execution** of appropriate out of school learning activities which consolidate and extend work carried out in class

### **Line Mgt. Responsibilities where appropriate**

- **Manage other teaching assistants**

- **Liaise between managers / teaching staff and teaching assistants**
- **Hold regular meetings with managed staff**
- **Represent teaching assistants at teaching staff / management / other appropriate meetings**
- **Undertake recruitment / induction / appraisal / training / mentoring for other teaching assistants**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** Teaching Assistant – Behaviour, Guidance, Support - Level D

### CRITERIA

### ESSENTIAL CRITERIA

#### Job Related Education and Qualifications and Knowledge

- **Meet Higher Level Teaching Assistant standards or equivalent qualification or experience**
- **Excellent numeracy / literacy skills - equivalent to NVQ level 2 in English and Maths**
- Full working knowledge of relevant policies / codes of practice / legislation
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Understanding of the range of support services / providers

#### Experience

- Experience of working with children of relevant age
- Experience of working with pupils with additional needs

#### Skills/Abilities

- **Excellent** numeracy / literacy skills
- Ability to plan effective actions for pupils at risk of underachieving
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

#### Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

## **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

## **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources, 3<sup>rd</sup> Floor, Bartholomew House, Bartholomew Square, Brighton, BN1 1JE.