# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Extended Support Assistant

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: East Sussex Single Status 5

# RESPONSIBLE TO: ISEND Placement Support Service Team Leader

# Purpose of the Role:

With guidance and support from the ISEND Placement Support Service (ISEND PSS) and Education Support Behaviour and Attendance Service (ESBAS): to work in partnership with school staff, parents and carers and other agencies to provide high quality, short-term intervention and support for children and young people identified as having significant behavioural and/or emotional needs.

# Key tasks:

1. To demonstrate a knowledge and understanding of the main factors and approaches associated with difficult or dangerous behaviour and the psychological and emotional needs of children and young people.
2. To have knowledge and understanding of current policy and legislation and how this relates to children with behavioural and emotional needs and SEND.
3. To assist other members of ISEND Intervention and Support Services in analysing the needs of children and young people with difficult or dangerous behaviour and identifying appropriate strategies to support them in and out of class as part of an integrated response.
4. To establish the cause of identified problems and implement strategies to resolve any difficulties via targeted intervention, ensuring that all activity is traced and outcomes recorded.
5. To work with children and young people in schools, to promote inclusion by providing individual or small group support to enable delivery of and access to the National Curriculum.
6. To promote the acceptance and inclusion of the child/young person with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
7. To support the child/young person in developing social skills both in and out of the classroom.
8. To help the child/young person to develop the skills, knowledge and understanding to identify and manage their emotions appropriately.
9. To monitor the child/young person’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self-reliance and self-esteem.
10. To provide feedback on the child/young person’s behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted.
11. To develop ways of exchanging information, skills and trust with parents/carers and other professionals to support behavioural and emotional needs effectively.
12. To safeguard and promote the welfare of children and young people according to the East Sussex Children’s Services Child Protection Policy.
13. To carry out the above duties in accordance with the Children’s Services Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# JOB TITLE: Extended Support Assistant

# GRADE: Single Status 5

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Ability to work as part of a team and independently
* Ability to use language and other communication skills that pupils can understand and relate to
* Ability to establish positive relationships with pupils and empathise with their needs
* Ability to demonstrate active listening skills
* Ability to consistently and effectively implement agreed behaviour support strategies
* Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupil to stay on task
* Ability to analyse complex behaviour and identify key triggers.
* Ability to assess individual needs and monitor progress against desired outcomes.
* Ability to maintain productive working relationships with colleagues within the service, schools and other partner agencies.
* Good interpersonal and communication skills with a wide range of people.
* High level organisational skills.
* Ability to work in a discreet and sensitive manner, with regard to confidential information.
* A sensitivity to and awareness of the diversity of differing needs of families and children/young people.
* A commitment to equal opportunities through non-discriminatory practice.
* Ability to work County-wide.
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * A good standard of education particularly in English and Mathematics
* Evidence of recent professional development in behaviour support.
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * NVQ Level 2 for Teaching Assistants or equivalent
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
* Knowledge of the SEND Code of Practice and the principles of supporting children/young people with SEND.
* Experience of working in an educational setting.
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of supporting children in a classroom environment, including those with special educational needs.
* Experience of the implementation of positive behaviour support strategies and dealing with difficult and dangerous behaviour.
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# Desirable experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of conducting outcomes-based assessments of children and young people.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Self-motivated
* Resilient, with a positive solution-focused outlook
* A commitment to achieving the best outcomes for children and young people
* Professional integrity and confidentiality
* Ability to challenge professionals and parents whilst remaining calm and maintaining effective relationships.
* Full driving license or the ability to demonstrate how you will meet the travelling needs of the role
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**Date (drawn up): January 202, modified June 2021**

**Name of Officer(s) drawing up person specifications: IW**

**Job Evaluation Reference: 11868**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |