# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Teaching and Learning Provision Practitioner

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: [East Sussex Single Status Grade 6](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Deputy Service Manager

# Purpose of the Role:

To facilitate children and young people with complex medical needs to access and thrive in education; make both academic and social/emotional progress and successfully return to school.

# Key tasks:

1. Hold a caseload of children who require a range of intervention plans including SEND and targeted therapeutic interventions in the home, school or virtually. Design, implement, review the effectiveness of these interventions.
2. Design integration plans with CYP, family, consultants and other professionals focusing on the voice of the child.
3. Complete pupil and parent voice tool and make recommendations for the support plan.
4. Collection and completion of assessment information including academic baselines and literacy screening assessments.
5. Advise and challenge school staff including SENCOs and pastoral staff regarding the Additional Needs Plans and the school based reasonable adjustments, model good practice and support students within school.
6. Offer parental training and advice for children with medical needs.
7. Be responsible for the monitoring, recording, improvement, and reporting of student attendance through SIMS. To be the first line of contact with parent/carers, developing positive relationships with them and to meet with them to co-produce plans to improve attendance. To construct and send a variety of letters regarding attendance.
8. Undertake elements of the day to day running of the centre under the direction of the lead teacher and deputy service manager including specific health and safety duties.
9. Cover supervise up to 30% of lessons and to set and mark homework accordingly.
10. Deliver elements of the curriculum set by the teacher to small groups or on a 1:1 basis.
11. Provide technical support, advice, and guidance within the home to students and families to ensure the successful access and ongoing progress to e-learning lessons.
12. Initiate, design and review individual risk assessments for children with complex needs.
13. Safeguard and promote the welfare of children and young people according to the East Sussex Children’s Services TLP Child Protection and Safeguarding Policy.
14. Attend service meetings during the school day and after school on one set day. To contribute to the discussions about groups of children and make recommendations for service delivery improvements.
15. Provide first aid to students.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to assess need and to design intervention plans. * Model best practice. * Offer advice and guidance to range of people. * Ability to use technology to support learning. * Ability to communicate and work successfully with a wide range of people e.g., children, parents, teachers, doctors, other professionals etc in oral and written form. * Ability to engage children in the learning process. * Ability to maintain good productive relationships with colleagues in the team, schools, and other services. * Keen observation and feedback skills. * Ability to design accessible support plans that effect change. * Ability to work alone, making appropriate decisions and reporting back to deputy service manager. * Ability to manage the workload to meet deadlines. * Ability to balance the use of own initiative against the need to seek management guidance. * Ability to work in a discreet and sensitive manner, regarding confidential information. * Ability to deliver elements of the national curriculum to small groups. |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Ability to use and advise on the use of Google Classrooms to support learning. * Ability to design and implement some SEND, therapeutic or parent support interventions. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF Level 2 in at least two core subjects. |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * A qualification in the use of ICT or specific software. * Level 3 Qualification in relevant field (e.g. Advice & Guidance). * Level 1 Child Protection training. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of how to use a computer and willingness to access training. * Knowledge of school systems and procedures. * Knowledge of SEN Code of Practice and a knowledge of SEND interventions and the ability to monitor their effectiveness. * Knowledge of elements of the national curriculum. |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of the Statutory Framework re Sick children. * Knowledge of SEND and therapeutic interventions. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working with school aged children. * Experience of successfully working with vulnerable young people and understanding of their needs. * Experience of working in a school setting. * Experience of using Information Technology to support pupils in the classroom. * Experience of writing effective intervention plans. * Experience of carrying a caseload and monitoring the effectiveness of interventions. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of delivering therapeutic interventions * Experience of working with vulnerable families within the home. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Self-motivation and resilience. * Ability to work regularly in a lone working environment. * Ability to work independently and carry out autonomous decision making. * A commitment to achieving the best outcomes for young people. * Professional integrity and confidentiality. * Good organisational skills. * Ability to make decisions in a lone working environment. * A willingness to further develop computer skills. * Empathy for children and parents, many of whom will be in difficult/stressful circumstances (ill health, unable to attend school etc.) and understanding of issues affecting children unable to attend school. * Full driving licence and the ability to drive across the county when required. |

**Date (drawn up): June 2022**

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

**Job Evaluation Reference: 12772**

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 | Yes |
| 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 |