

Job Description and Person Specification, Teaching Assistant Grade G

Barnet EARLY YEARS SPECIAL EDUCATIONAL NEEDS and DISABILITY (SEND) TEAM

Service	Barnet Early Years SEND Advisory TEAM
Location	Based in Oakleigh School – post involves working across the borough of Barnet
Job Title	Higher Level Teaching Assistant Level 4
Grade	G Full Time Salary £32,179 - £35,343 (Term Time)
Reports to	Head of Service, Early Years SEND TEAM

1. Context and Purpose of the Job

To work under the instruction/direction of a Head of Service to:

- To provide high quality advice and support about the inclusion of, and provision for, children with special educational needs and disabilities (SEND) to parents and early years providers, to ensure early identification of SEND and appropriate evidence-based early intervention
- To deliver specialist teaching intervention to Early Years children with SEND: face-to-face (in the home and at group); and demonstrate teaching strategies in Early Years settings and to promote positive learning outcomes.
- To ensure an effective co-production approach when working with parent/carers.
- To ensure an effective collaborative approach to offering support in the assessment of children and the identification of their SEND.
- To assist in the development of policies and best practice to support the inclusion of children with SEND in the early years setting sector, to ensure the best possible outcomes.
- To promote and actively facilitate early partnership working to meet the needs of children with SEND, enabling them to achieve their full potential.
- To contribute to and deliver training alongside teachers on all aspects of inclusion of children with SEND for SENCOs and staff in Early Years settings and schools.
- To contribute to the planning and delivery of training to parent/carers on a range of key topics related to child development and SEND.

2. Key Accountabilities Specific for this post

- The post holder is responsible to the Heads of Service of the Barnet Early Years SEND Advisory Team.

3. Policy and Legal Framework

The post holder will work within the framework of:

- The Special Educational Needs Code of Practice 2015, the Equality Act 2010 and other recent legislation relating to early years and disability and to be aware of their roles and responsibilities
- Early Years SEND Advisory Team and Oakleigh School policies and guidelines

4. Main duties and responsibilities

Under the instruction/direction of the Head of Service

- Carry a caseload offering effective high-quality teaching, advice and support to children, their families and early years settings.
- Deliver face to face teaching programmes (in the child's home or a setting) .
- Assist in the delivery and evaluation of targeted intervention groups for children.
- Model strategies and advise on strategies to meet outcomes and provide resources to parent/carers and staff as appropriate.
- Keep clear and detailed records of work carried out and record children's progress against outcomes set.
- Liaise sensitively and effectively with parents/carers within your role/responsibility.
- Assist families and early years settings in seeking information, support and advice regarding additional support services related to a child's needs.
- With support prepare for relevant meetings and reviews and to attend multi-disciplinary meetings, reviews, case conferences and meetings as required at the direction of the Head of Service of the Early Years SEND Advisory Team.
- Draft and prepare education reports for a variety of purposes.
- Support parents/carers at appointments and on visits to provisions as required and appropriate.
- To provide advice, support and guidance to early years setting SENCOs and staff to identify and include children with SEND to develop appropriate initiatives and adaptations to meet identified needs. This includes following the assess, plan, do, review approach and supporting referrals.
- Support setting with all aspects of the Ordinarily Available Provision development.
- Develop, prepare and maintain specialist equipment and resources for wider team, parent/carers and early years settings.
- To support the child setting and family at key transition times as necessary.
- Be responsible for planning your own weekly timetable.
- Provide data and information as requested by line manager.

5. Team Responsibilities

- Contribute to service development planning and improvement priorities
- Attend relevant meeting, in-service training and performance development as required and directed by Head of Service
- Support implementation of new initiatives and policy changes in with service development

- To keep abreast of new initiatives and research in order to maintain own expertise to a high standard.
- Ensure compliance with: GDPR and data protection, Safeguarding policies and procedures including reporting requirement. Have regard to safer working practices
- Promote and ensure robust safeguarding practice across the team
- Maintain confidentiality at all times
- Work flexibly to meet service needs
- Promote the Local Authority's values and commitment to equality
- To take part in Appraisal Programme
- To establish and maintain appropriate professional boundaries with respect to children and families and colleagues and in accordance with service and school policies and guidance

6. Financial and Asset Responsibilities

- None

7. Staff Responsibilities

- None

8. Promotion of Corporate Values

- To ensure that customer care is maintained to the agreed standards according to the council's values and that complaints from parents and providers are resolved promptly and effectively.
- Give due regard to the highly confidential nature of some aspects of the role and information received and to ensure that confidentiality of information in all aspects of work is maintained at all times.
- To be aware of and follow the Borough data protection procedures at all times.
- To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

9. Flexibility

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

10. The Council's Commitment to Equality

- To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Post Requirement	Criteria	E- Essential D- Desirable	Assessed from Key: A= Application Form; I = Interview; T= Test
Qualifications Required	NVQ Level 3 or equivalent	E	A
Experience relevant to post	Experience working with children with Special Educational Needs and Disabilities	E	A
	Experience working directly with parents of children with Special Educational Needs and Disabilities	E	A/I
	Experience of working in an early years nursery setting	D	A/I
	Experience of SENCO role in an early year setting	D	A/I
Competencies and special aptitudes	Demonstrate good administrative and organisational skills	E	A/I
	Organise time and meet deadlines	E	A/I
	Good ICT skills and literacy skills	E	A/T
	Ability to use technology to prepare resources and support teaching/learning	E	A/I/T
	Able to advise, model and demonstrate to parents/carers and settings - effective teaching styles and strategies for children with SEND	E	A/I/T
	Able to support parents to promote their own child’s development	E	A/I/T
	Able to support delivery of training sessions on relevant SEND topics to a variety of audiences – both in person and remote	D	A/I/T
	Able to work effectively with colleagues and maintain good relationships across a wide range of agencies and services	E	A/I/T
	Have a clear understanding of the needs of families with children with SEND	E	A/I

	Awareness of issues relating to the inclusion of children with special/additional educational needs	E	A/I
	Able to motivate setting SENCOs/Managers to achieve high quality provision and inclusion for children with SEND	E	A/I
	Able to contribute positively to a range of meetings	E	A/I
	Be able to work independently, have a 'can-do' attitude and able to cope with stressful situations	E	A/I
	Be able to undertake the physical demands of working with active and challenging young children	E	A/I
	Be confident working alone in a range of places including the family home following suitable induction and training	E	A/I
	Work constructively as part of a team, understanding roles and responsibilities	E	A/I
Knowledge Education and Training	A thorough understanding of Safeguarding policies and procedures	E	A/I
	Working knowledge of Early Years Foundation Stage curriculum and other relevant learning programmes/strategies	E	A/I
	Understanding of principles of child development and learning processes	E	A/I
	Awareness of the SEND Code of Practice 2015	E	A/I/T
	Awareness of specific SEND teaching methodology and strategies e.g. SCERTS, Makaton, Attention Autism.	D	A/I/T
	Training or experience relevant to the teaching of Early years children	D	A/I/T
Attributes	Flexible approach which includes:		
	<ul style="list-style-type: none"> Enthusiasm and positive attitude 	E	A/I/T
	<ul style="list-style-type: none"> Effective communication skills – oral and written 	E	A/I/T
	<ul style="list-style-type: none"> Ability to communicate empathetically with parents and carers 	E	A/I/T

	<ul style="list-style-type: none"> • Calm in a crisis 	E	A/I/T
	<ul style="list-style-type: none"> • Ability to work in collaboration with colleagues 	E	A/I/T
	<ul style="list-style-type: none"> • Ability to work alongside parents/carers in family home 	E	A/I/T
	<ul style="list-style-type: none"> • Sensitive to the needs of children and families 	E	A/I/T
	<ul style="list-style-type: none"> • Prepared to work in home environment which may contain pets 	E	A/I/T
Special Job Requirements	Hold a full UK driving licence and willingness to use own car for business	E	A
	Able to work on Wednesdays pm (Team core day)	E	A/I
	Available to deliver and attend occasional evening events and training	D	A/I
	Ability to work from home	E	A/I
	Prepared to work in family homes where pets may be present	E	A/I
Equality and Diversity	Display an excellent understanding of equality issues, respecting and valuing an individual's diversity	E	A/I
Commitments to Council's Aims and Values	Ability to demonstrate equal opportunities in practice	E	A/I
	Awareness of how the Council's aims and values relate to the job	E	A/I