



# **Behaviour Support Service Teaching Assistants Behaviour / Support / Guidance Level 3**

## **Vacancy Information Pack**

# Advert Details

**Job Title:** Teaching Assistant – Behaviour/Support/Guidance – Level 3

**Location:** Ysgol Plas Cefndy, Rhyl / Ruthin Sites

**Salary:** Grade 5, £18,989 - £20,660 (£13.24 – £14.41per hour)

**Hours:** 32 hours per week

**Contract:** Permanent, Term-time Only

Candidates who wish to be considered for a secondment opportunity for this role must gain permission from their manager prior to applying.

If you would like to discuss any aspect of this post, please contact Nicola Wynne-Roberts on 01745 356007.

Recruitment timeline	
Closing date:	28 <sup>th</sup> May 2024
Start date:	As soon as practical

## How to Apply

To apply for this exciting vacancy, please complete our online application form via the website: [www.denbighshire.gov.uk/work-for-us](http://www.denbighshire.gov.uk/work-for-us)

Please outline on your application form how you meet all the essential criteria for this position within your supporting statement.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

## Equalities

Denbighshire County Council is a Disability Confident Employer and is committed to Equal Opportunities and Welsh Language Standards. We welcome applications made in the Welsh Language. Any applications made in the Welsh Language will not be treated less favourably than any submitted in English. For alternative methods of applying, please call HR on 01824 706200.

# Candidate information

## About the opportunity

The Behaviour Support Service works with pupils with behavioural, emotional and social difficulties (BESD) who need to be supported within their mainstream school or may need to be educated outside of a mainstream school environment, usually on a short term basis in the Pupil Referral Unit (PRU).

We are seeking to appoint experienced Teaching Assistants to work in Ysgol Plas Cefndy, and as part of our school outreach service. Successful candidates will be helping learners by preparing and delivering 1:1 and small group interventions, supporting them in their mainstream class, in addition to working alongside the teachers in the PRU.

We are looking for teaching assistants who have experience delivering BESD programmes, who are passionate and enthusiastic about improving outcomes for children and young people with BESD, and who have the requisite skills and experience to engage and support these challenging and vulnerable pupils.



## Staff benefits

Our workforce is of utmost importance to us and Denbighshire County Council is committed to supporting staff to achieve a positive work-life balance. We therefore have numerous work-life balance policies in place, including flexible working, home working options, enhanced parental policies, a fantastic pension scheme, and our Employee Assistance Programme. All staff are entitled to enhanced annual leave allowances, with the opportunity to purchase more, and we support applications for career breaks and secondments. We also operate childcare voucher, cycle to work, and car salary sacrifice schemes, and a Give as you Earn scheme.

Our staff are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, discounts at hundreds of national retailers, and much more.

# Job Description

**Job Title:** Teaching Assistant – Behaviour/Guidance/Support

**Grade:** Grade 5

**Service:** Education & Childrens Services

**Service Area:** Behaviour Support Service

**Responsible to:** Headteacher

**Job ID Number:** 1543

## Job Purpose

Working under guidance: provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

## Principle Accountabilities and Responsibilities

### Support for Pupils

- Provide pastoral support to pupils
- Receive and supervise 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 & hygiene development
- Participate in 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
- Support provision for pupils with special needs
- Establish productive working relationships with pupils, acting as a role model
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Promote 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**

- Liaise 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
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist 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
- Assist in the development, implementation and monitoring of systems relating to attendance and integration
- Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

## **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a 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**

- Be aware of and comply with 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
- Assist in the supervision, training and development of staff
- Implement planned supervision of pupils out of school hours
- Supervise pupils on visits, trips and out of school activities as required



## Supervision/Management of People

Responsible for supervising the children

## Knowledge, Skills, Training and Experience

- Experience working with children of relevant age
- Previous experience of working with pupils with BESD
- Very good numeracy/literacy skills
- NVQ 3 for Teaching Assistants or equivalent qualification or experience
- Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
- Working knowledge of curriculum and other relevant BESD programmes
- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Ability to plan effective actions for pupils at risk of underachieving
- Full understanding of the range of support services/providers
- 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

## Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks: DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

## Vision/context

This post is suitable for a teacher who is passionate and enthusiastic about improving outcomes for children and young people with BESD and delivering service's vision to support every individual to meet their potential.

## Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

	Essential criteria	Desirable criteria	Method of Assessment
<b>1. Qualifications</b>	<p>5 GCSEs or equivalent</p> <p>NVQ level 3 for Teaching Assistants or equivalent qualification or experience</p> <p>Very good numeracy/literacy skills</p>	<p>Knowledge of first aid training as appropriate</p>	<p>Application form</p>
<b>2. Relevant Experience</b>	<p>Previous experience of working with and supporting children and young people with Behaviour, Social and Emotional Difficulties</p>	<p>ELSA/EBSA trained</p> <p>Timian trained or the equivalent</p> <p>Training in Restorative practices</p> <p>Training in Trauma Informed practices</p>	<p>Application form</p> <p>Interview</p>
<b>3. Knowledge &amp; Skills</b>	<p>Ability to plan effective actions for pupils at risk of underachieving</p>	<p>Good understanding of child development and learning</p>	<p>Application form</p> <p>Interview</p>

<b>4. Personal Qualities</b>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children, young people and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p>	<p>Experience of interdisciplinary team working</p>	<p>Application form</p> <p>Interview</p>
<b>5. Any Other Requirements</b>	<p>Empathy with the language and culture of Wales</p>	<p>Fluent in Welsh language</p>	<p>Interview</p>





**Thank you for  
your interest**

**Denbighshire County Council**

**Website:** [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

**Facebook:** @DenbighshireCountyCouncil

**Twitter:** @DenbighshireCC

**Head Office:** County Hall, Wynnstay Road, Ruthin, LL15 1YN