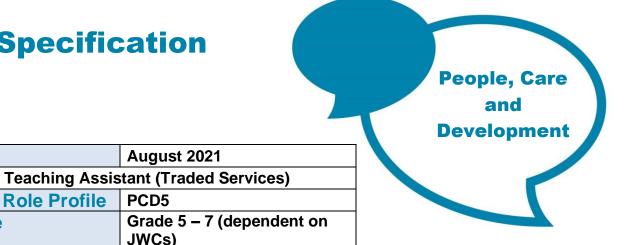
Cumbria County Council



Post Specification



JWCs) To be read in conjunction with the job family role profile

PCD5

August 2021

Service Area description

In the Education and Skills directorate.

Purpose of this post

Job Family Role Profile

To deliver a range of learning/skills and/or personal/practical support. To meet needs and/or wellbeing for individuals and/or groups.

Key job specific accountabilities

Support for Pupils

Date

Post Title

Final Grade

- 1. Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- 2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- 3. Establish constructive relationships with pupils and interact with them according to individual needs
- 4. Promote the inclusion and acceptance for all pupils
- 5. Encourage pupils to interact with others and engage in activities led by the teacher
- 6. Set challenging and demanding expectations and promote self-esteem and independence
- 7. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- 1. Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- 2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- 3. Assist with the planning of learning activities
- 4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- 5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- 7. Establish constructive relationships with parents/carers
- 8. Administer routine tests and invigilate exams and undertake routine marking of pupils' work

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9. Provide clerical/administration support e.g., photocopying, typing, filing, money, administer coursework etc. 10. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses 11. Undertake programmes linked to local and national learning strategies e.g., from Early Years to KS4, recording achievement and progress and feeding back to the teacher 12. Support the use of ICT in learning activities and develop pupils' competence and independence in its use 13. Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use Support for the School 1. 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 2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop 3. Contribute to the overall ethos/work/aims of the school 4. Appreciate and support the role of other professionals 5. Attend and participate in relevant meetings as required 6. Participate in training and other learning activities and performance development as required 7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime 8. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher Please note annual targets will be discussed during the appraisal process Key facts and figures of the post **Budget** There are no budget responsibilities with this post • **Responsibilities** Staff Management • There are no staff management responsibilities associated with this post **Responsibilities** Some resource responsibilities: limited, cleaning materials and equipment, • Other information, equipment **Essential Criteria - Qualifications, knowledge, experience, and expertise** As a minimum, a relevant NVQ level 2 or equivalent • English and Maths to GCSE grade 4 or above, or the equivalent e.g., Functional Skills level 2 • Desirable to have an additional specialist gualification/certification in education • Awareness of practices and procedures within education relating to the welfare, safety, and education • of children General understanding of Early Years Foundation Stage/National Curriculum and other basic learning • programmes and strategies Basic understanding of child development and learning • Desirable to have knowledge of other services to young people • Recent, proven experience of working with or caring for children of a relevant age in an educational/ • classroom setting Ability to self-evaluate learning needs and actively seek learning opportunities • Desirable to have effective use of ICT to support learning, and be able to use basic technology • (computer, video, photocopier) Ability to relate well to children and adults • Able to work constructively as part of a team Understanding classroom roles and responsibilities and own position within these •

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:

 DBS Enhanced – Children 	
Job working circumstances	
Emotional Demands	• The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
Physical Demands	• The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
Working Conditions	• The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
Other Factor	rs
 with challenging Provide support physiotherapy p In accordance v Head undertake 	s with severe and complex learning difficulties and associated disabilities including those g behaviour t and communication strategies as required e.g., PECs, signing, prescribed programmes, Team Teach, use of specialist aids and equipment with an agreed healthcare plan and following appropriate training as directed by the e medically invasive techniques such as feeding through gastronomy tubes, use of gen administration, administration of medication
Must be availabMinimum 2-5 da	endance at meetings outside of normal school hours ole at short notice to be deployed into school ays availability able to travel within a 15-mile radius

30 JWCs - PG 2606 - Grade 5 40 JWCs - PG 5616 - Grade 5 50 JWCs - PG 5617 - Grade 6 60 JWCs - PG 5618 - Grade 6 70 JWCs - PG 4962 - Grade 7 80 JWCs - PG 5619 - Grade 7 90 JWCs - PG 5620 - Grade 7