**JOB DESCRIPTION**

**Job information as shown on organisation chart**

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| Job Title: Outdoor Learning Higher Level Teaching Assistant  Organisation: Herefordshire Pupil Referral Service  Location: PRU Sites (St Davids and Aconbury) and Outdoor Learning/Forest School Sites | Grade: HC6/7 |
| **Organisational information:**  Responsible to: Deputy Head Teacher responsible for Alternative Curriculum and HPRS SENCO  Professionally Responsible to: Head Teacher  **Key relationships/Functional links with**:  Internal: Pupils, Staff,  External: Parents, Carers, External Agencies | |
| **Main Purpose of Job:**   * To support the education, care and welfare of pupils, primarily in outdoor learning environments, under the direction of the Head of HPRS, the Deputy Head teacher responsible for Alternative Curriculum and where appropriate the school SENCO and teachers. * To deliver education sessions to small groups or on a one-to-one basis in classroom and outdoor learning environments. * To help impart knowledge and enthusiasm to pupils in relation to outdoor learning and related topics. * To help pupils overcome barriers to learning in a supported outdoor environment. * To improve pupil’s confidence, motivation, social skills and relationships, enabling them to face new and challenging situations. * To act as a mentor to specific pupils and working to improve their attendance and punctuality. | |
| **Main Responsibilities / Accountabilities**   * To assist with the planning and preparation of materials and delivery of the outdoor curriculum * To support teaching staff within the classroom and in outdoor learning environments, supporting pupils in understanding lesson objectives and achieving them. * To support teaching staff in the running and maintenance of safe and effective outdoor learning environments * To support pupils in small groups or on a one to one basis * To run / contribute to literacy, numeracy and other catch-up sessions * To assist with the assessment of pupil's progress, including recording of data, as necessary and to provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of pupils * To assist with meeting medical, personal, social and behavioural needs of pupils, as appropriate * To support the ethos of the school and follow school routines and procedures, including the school’s Behaviour Policy * Promote the self-esteem, progress and independent learning of children * To monitor student attendance, punctuality and progress towards individual targets and ensure appropriate follow up action is taken when necessary * To monitor and implement the behaviour management and ensure that behaviour supports effective learning * Support, as directed, links between home and school * Liaise, as directed, with other professionals to support children's needs * Assist with the movement of pupils around the building and surrounding areas and with activities away from the classroom within and outside lesson time * Participate in general school activities including breakfast club, break and lunch-time duties, school visits etc. as required * Be aware of and promote children's general welfare and follow the school's health and safety procedures. * To maintain a photographic record of school life * Working alongside staff to produce resources, displays, posters and PowerPoint presentations to support special events and activities * Carry out relevant administrative tasks, record visits, incidents and issues, and prepare reports as required, working within agreed system of confidentiality * Attend meetings including appropriate professional supervision and training * Work collaboratively with all school staff in other agreed activities which are commensurate with the role and carry out other duties as directed by the Headteacher or SLT * Be aware of, and maintain, confidential issues as required.   All staff are;   * Expected to make significant contributions to the development and/or implementation of the Herefordshire Children’s and Young People’s Plan in their area of service delivery / work * Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations/legislation/Council standards * Responsible for their own continuous self-development in order to enhance their own performance and expected to undertake relevant training and development * Expected to promote the Council’s employment policies, with particular reference to diversity, equality of access and treatment in employment and service delivery and to support /develop a working culture within these services that reflect the Council’s vision * To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports | |

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| **Other information:**   * Disclosure type: Enhanced |

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| **General information:**  The post holder will be required to comply with organisation’s policies and procedures.  The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation’s premises nor in any vehicle used on organisation business.  The post holder will promote the Council’s Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.  Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.  This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.  Other activities commensurate with this Job Description may from time to time be undertaken by the post holder. |

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| Line Manager Name: | Line Manager Signature:  Date: |

Date Job Description last reviewed:

**PERSON SPECIFICATION**

**Job information as shown on organisation chart**

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| Job Title: Outdoor Learning Support Assistant – Level 3  Organisation: Herefordshire Pupil Referral Service  Location: PRU Sites (St Davids and Aconbury) and Outdoor Learning/Forest School Sites | | | Grade: HC5 |
| All candidates will be considered on their ability to meet the requirements of the person specification | **Essential criteria** | **Method of Assessment\*** | |
| **Experience** | Experience of working as a Level 2 Teaching Assistant  Experience of working with young people with additional needs such as social, emotional and mental health needs and or special educational needs .  Experience of numeracy / literacy support  Experience or an interest in outdoor activities / learning in in one or more of the following areas;   1. Basic countryside and land maintenance 2. Animal care and husbandry 3. Horticulture, Conservation and sustainability 4. Bushcraft 5. Outdoor art and crafts 6. Outdoor activities and physical activity such as basic navigation, fitness, and adventurous activities | AF. I  AF, I | |
| Skills and Abilities  *Including personal attributes* | Knowledge of the Literacy and/or Numeracy Strategies and the principles of inclusion  Behaviour management skills.  Ability to work independently and as part of a team.  The ability and willingness to work flexibly within the school and to relate well to pupils, parents and staff  A calm but authoritative manner with pupils  The ability to relate well to pupils, parents and staff, including development of appropriate positive relationships with children in school and with their families.  The ability to develop high quality learning resources without substantial direction from the teacher.  Administrative competence and ability to accurately record and report on pupils’ progress.  The ability to follow and apply the teacher’s instructions and clearly explain these to pupils  Ability to recognise the boundaries of the role and when to seek further professional advice and/or support | AF, I | |
| **Qualifications and Training**  *including professional qualifications* | Certificate in Learning Support (or willingness to qualify).  Outdoor instructing, coaching qualifications ( or willingness to achieve)  Willingness to undertake further training, as appropriate. | AF, I | |
| **Other Factors** *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.* | Commitment to working with young people.  Willingness to work in support of the inclusive ethos of the school  Willingness and ability to attend INSET Days (as appropriate) for which you will receive pay.  Police clearance. | Interview  DBS Police Check | |
| Line Manager Signature:  Date: | | | |

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

May 2019

Date Person Specification last reviewed