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**Children & Young People’s Service**

**The Dales School**

**JOB DESCRIPTION**

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| **Post** | **Pupil Support Assistant (PSA) – Special School** |
| **Grade** | **C** |
| **Responsible to** | **Class lead** |
| **Staff managed** | **N/A** |
| **Ref Post** |  |
| **Job Purpose** | To work alongside all members of the staff team to secure a safe and caring environment for pupils.  To support in the meeting of pupils’ basic needs: Undertake pupil’s personal care routines; support with feeding/drinking, moving and handling programmes and support teaching and learning in line with pupil’s individual learning intentions. |
| **Job Context** | The Dales School is a LA Community Maintained School for 2-16 year old children and young people with severe and complex learning needs including physical disabilities and medical conditions.  The school has a generic P16 Department and will be required to work with pupils with challenging difficulties to help them overcome barriers to learning.    Place of work is The Dales School in Morton-on-Swale but may also involve working in other places to support off-site learning.    Due to the nature of the children’s needs, the post-holder must be able to meet the physical demands and duties of the role.    This job description includes the duties and responsibilities of working in a special school and incorporates the previous SEND allowance which is no longer applicable    The post-holder will need to   * To have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations. * To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users.     This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. |

**ACCOUNTABILITIES/MAIN RESPONSIBILITIES**

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| Operational Issues | **Teaching & learning**   * Support the learning process under the direction of the teaching or other appropriate staff * Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students. * Know how to interact with children in ways that support the development of their ability to think and learn. * Knowledge of special educational needs * Prepare materials and undertake minor clerical duties. |
| **Assessment & Evaluation**   * To contribute to assessment and recording processes as directed by lead staff: completing post-it observations, support in taking digital images, use of language for assessment |
| **Behaviour Management**   * Assist in the implementation of appropriate behaviour management strategies by ensuring they are familiar and understand the content of a Pupil’s BSP * Support a child or young person’s behaviour, understand its context, and notice any unexpected changes and report any inappropriate behaviour to the correct member of staff * Responsible for promoting positive behaviour amongst all pupils and for working with pupils, staff and parents/carers to support with challenging behaviour in line with the School’s behaviour policy. * Work directly with pupils with challenging behaviour including one to one, small group and in class support as well as in offsite situations. |
| **Supporting Health & Care Needs**   * Support with and carry out personal care routines including toileting and changing of students * Assisting pupils with feeding, including tube feeding of pupils * Assist in the removal of food and cleaning of equipment once pupils have eaten their lunch * Assist in moving and handling individuals using specialist equipment as required * Required to use, clean and maintain specialist equipment e.g. specialist chairs, walking devices, lifting equipment and communication aids. * To work with pupils to carry out therapy programmes under the direct guidance and supervision of the class lead. |
| **Professional Development**   * Participate in relevant training as appropriate to build on your skills and knowledge. * Participate in the School’s performance management scheme * Participate in training and other learning activities and performance development as required. * Attend staff meetings, training days and management team meetings by agreement with the Headteacher. * Formally cascade and feedback on course content |
| **Other**   * Supervise fields, cloakrooms and classrooms etc during the lunchtime break. * Support the use of ICT and adhere to relevant policies |
| **Effective Communication and engagement with children, young people, their families/carers and Multi-agency working** | * Under the general direction of the class teacher take part in establishing constructive relationships with pupils, parents/carers and with other agencies/professionals. * Communicate effectively with all children & young people using appropriate forms of communication when needed e.g. signing and symbols. * Provide support and encouragement to children and young people. * Know that communication is a two-way process and participate fully * Know the value and expertise you bring to a team and that brought by your colleagues. * Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families. |
| **Safeguarding and promoting the welfare of the child** | * To be committed to safeguarding and promote the welfare of children, young people, raising concerns as appropriate; understanding the importance of sharing information, how it can help and the dangers of not doing so. * Relate, recognise, understand and evaluate risks to safeguard the welfare of the children & young people * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for or come into contact with. * Understand own role, its limits and the importance of providing care and support. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and comply with safer working practices. * Be aware of own (and others’) professional boundaries. |
| **Health & Safety** | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure * To work with colleagues and others to maintain health, safety and welfare within the working environment. |
| **Equalities** | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| **Data Protection** | * To comply with the Council’s policies and supporting documentation in relation to Data Protection, Information Security and confidentiality |
| **Flexibility** | * North Yorkshire Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances.  Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.  All staff are required to comply with Council Policies and Procedures |
| **Customer Service** | * The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment * The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence.  Customers will be treated as individuals, with respect for their diversity, culture and values |
| **Reviewed** | * June 2023 |

**PERSON SPECIFICATION**

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| Criteria | **Essential** | **Desirable** |
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| Qualifications | Willingness to undertake training to meet the requirements of the role e.g. manual handling, first aid training | * Childcare/TA Qualification at Level 2 (or equivalent). * Qualified or eligible to drive the school minibus. |
| Occupational Skills | * Demonstrable IT skills and ability to use them as part of the learning and school reporting processes * Good communication skills * Awareness of holistic needs * Understands and can apply what confidentiality is in relation to role * Demonstrable interpersonal skills. * Ability to work successfully in a team. * Takes responsibility for maintaining own and others’ health and safety. * Manages pressure effectively and copes well with setbacks. * Hardworking, flexible and motivated * Be physically fit to carry out active playground and intimate toileting duties and all other aspects of job description | * Good functional and literacy skills * Manage challenging behaviours * Initiative * Experience appropriate to working with children in an education setting |
| Knowledge | * Awareness of health & hygiene expectations * Knowledge of child protection legislation and safeguarding procedures |  |
| Other requirements | * To be committed to Continuing Professional Development * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | * Ability to travel to support own development and/or to support learning of a pupils within their own home or offsite (eg if using own car, will be required to have business insurance). |
| Equal opportunities | To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery | |