**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Specialist Teaching Assistant (Communication Support Worker) |
| **Job Reference** | 20391 |
| **Grade and Salary** | 3 - £25,185 per annum pro rataThis role includes performance related pay progression |
| **Service and Team** | Children and Young People’s Services, SES – Sensory Service, Services for Deaf CYP  |
| **Location** | Rushmere Hall primary - Resource base for Deaf CYP |
| **Hours per week** | 30 – term time only |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Organisational Context** |

The responsibility of the Children and Young People’s Directorate (CYP) is to ensure the safety, well-being and learning of children and young people. To do so we need to “make every intervention count” to create impact and bring about sustainable change for children, young people and their families where need is identified. We are determined to continuously improve our services by working in partnership to ensure that our work is high quality and effective.

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| **Main purpose of the job** |

To act as a catalyst for change working directly alongside children, young people and their families.

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| **Typical responsibilities of a role at this level** |

**Communicating and engaging with children, young people and their families, with colleagues and with communities.**

* Work directly with children, young people and families using the Suffolk Signs of Safety and Wellbeing framework.
* Liaise with other professionals to provide a joined up response to children and families.

**Assessment, Planning and Review**

* Use Suffolk signs of safety principles, disciplines and tools.
* Where required, to participate in CAF, multi-agency assessment, Statutory Assessment and other relevant assessment processes with support from senior colleagues.

**Effective Practice**

* To work alongside children, young people, parents and families where there are early signs of social, emotional, health or behavioural issues to bring about sustainable improvement.
* Work within the service guidelines, statutory guidance and legal frameworks.
* To respond to needs identified with the family by identifying and delivering evidence-based interventions as required, with support from senior colleagues.
* To support families with complex problems where statutory intervention is required under the guidance of a Social Worker, Lead Professional or Health Colleagues as appropriate.
* Engage in individual and group supervision with managers and practice leads.

**Reporting and Accurate Recording**

* To maintain up to date records and data using electronic devices and systems as directed and to provide reports as required.
* To contribute to Quality Assurance processes within team as advised by manager.

**Information, Advice** **and Signposting**

* To provide information and signposting for children, young people and families to relevant universal and specialist services in the local area and beyond where appropriate.

**Multi-Agency and Partnership Working**

* Actively build relationships and networks with other professional groups and services in the locality.

**Managing Risk and Safeguarding**

* To identify risk and safeguarding concerns and escalate immediately where appropriate.
* To undertake other tasks allocated by manager or senior colleagues, in keeping with the responsibilities of the grade:
	+ Work in accordance with the Council’s statutory responsibilities, policies and service procedures and comply with equality and diversity policies, procedures and legislation.
	+ Maintain customer confidentiality in accordance with the Data Protection Act and SCC guidance.
	+ Participate in performance appraisal and consultation with team managers as required.
	+ Participate in training and development opportunities, in order to improve personal knowledge, skills and effectiveness.
	+ To transport children and young people where required by job role.
	+ To work in the homes of children and families and in a variety of other settings

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| **Autonomy** |

The practitioner will:

* Be expected to follow CYPS guidelines and use their experience, knowledge and skills in every engagement with children, young people and families.
* Offer face to face, telephone and written support and information as appropriate to role.
* Be responsible for keeping accurate and timely records of work with children, young people and families using electronic or other systems as directed.
* Be responsible for recognising and appropriately escalating safeguarding and risk issues.
* Have access to a line manager for decisions that fall outside their delegated responsibilities.
* Be required to organise their own workload in discussion with manager.

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| **About the team**  |

Services for Deaf Children and Young People sits within the Sensory team, Specialist Education Services. The service supports children and young people from 0-25 years and their families, providing support in the home (early years) and in education settings.

The Service works alongside other teams within Specialist Education Services (SES) and with other key professionals, to promote positive outcomes for CYP.

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| **What you will be expected to deliver in the role** |

The role of the specialist teaching assistant (TA) is to support the development, communication, learning and achievement of deaf children or young people and will involve:

• Facilitating access to learning in the mainstream through supporting communication and understanding. This may be through spoken language, British Sign Language (BSL) or a combination of both.
• Promoting deaf awareness, social inclusion and understanding.
• Delivering interventions or bespoke lessons and activities under the direction of the teacher of the deaf.
• Modelling strategies and support to school staff.
• Following the advice of professionals to ensure a coherent approach to support.
• Working collaboratively with colleagues.
• Meeting with the teacher of the deaf to plan and monitor support.
• Keeping accurate records as directed by the teacher of the deaf.
• Forming effective working relationships with staff and families.

Other duties closely related to the nature of the post as may be required. The balance of duties will vary according to the need of the children and the service.

This role will be located in the specialist resource base Rushmere Hall Primary school, Ipswich.

Suffolk's specialist resource bases for deaf children offer bespoke packages of support that include access to education in the mainstream.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable Level 2 qualification in English and Maths or equivalent experience or evidence of skills.
2. Evidence of continuing professional development.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [[WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/)](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.
7. Committed to listening to children and families and to working collaboratively with them to address concerns.
8. Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Specialist knowledge skills and experience**

1. Demonstrates knowledge of Signs of Safety and an understanding of solution focused approaches of intervention.
2. Ability to identify risks and concerns and focus on solutions to create a climate in which change can happen.
3. Understanding of how to recognise Child Protection and risk issues and alert concerns to manager.
4. Awareness of the early intervention and preventative agenda.
5. Some knowledge of the social and emotional factors that affect a child’s capacity to learn and develop.
6. Understanding the diverse range of needs of clients and backgrounds
7. Ability and commitment to support children, young people and their families.
8. Ability to use effective communication to de-escalate situations and provide appropriate advice and facilitation.
9. Sensitivity to disability, sexuality, gender and ethnicity issues.
10. Ability to make constructive contributions to meetings, with a range of stakeholders, settings and contexts.
11. Accurate and specific information recording and record keeping skills.
12. Demonstrates awareness of the importance of using plain language and the ability to do so.
13. Relevant experience of working directly with children, young people and their families.
14. Experience of planning support with families.
15. Some knowledge of relevant legislation, regulations and guidance as appropriate to role. (Desirable)
16. Some knowledge of associated agencies. (Desirable)
17. Awareness of assessment frameworks. (Desirable)
18. Experience of using Suffolk Signs of Safety and Wellbeing principles, disciplines and tools. (Desirable)
19. Experience of group work. (Desirable)
20. Experience of understanding the developmental needs of children. (Desirable)
21. Experience of working with a range of agencies and communities. (Desirable)

**Additional requirements**

1. To work in a variety of locations and client’s homes, including rural areas if required by the post.
2. A DBS check will be undertaken for the successful candidate.
3. Good organisational skills and the ability to prioritise work and meet deadlines.
4. Willingness to undertake training as required to update knowledge and skills.
5. Evidence of successfully working alone as well as part of a team.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.