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**APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT,** marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

**Higher Level Teaching Assistant EHE**

**Vacancy ID: 010177**

Salary: £18,448.03 - £19,577.28 Annually

Closing Date: 30/06/2019

**Benefits & Grade**

Grade I

**Contract Details**

Permanent

**Contract Hours**

32 Hours per week, term time only + 5 days

**Disclosure**

The successful applicant will be subject to an enhanced DBS check

**Interview Date**

15/07/2019

**Job Description**

A vacancy has become available which provides an exciting opportunity to work within the Local Authority’s Education Improvement Service / Attendance team. The main function of this role will be to provide effective support for pupils, families and schools regarding pupils who are or may become electively home educated. This will require the post holder to liaise with a range of stakeholders and agencies, to maintain accurate and up-to-date records relating to electively home educated pupils, complete home visits and to create reports and analyses as required.

The successful applicant will need a full driving licence as the role will include a range of travel within Stockton-On-Tees.

The post holder will contribute to the service’s vision of improving outcomes for children and young people children across the Borough’s schools.

For detailed information on this role, please refer to the Job Description and Person Specification.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Hilary Robinson on 01642 527134 or hilary.robinson@stockton.gov.uk.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate: Children’s Services** | Service Area: Education Improvement Service  |
| **JOB TITLE: Higher Level Teaching Assistant/Elective Home Education Officer** |
| **GRADE: I** |
| **REPORTING TO: Attendance Manager**  |
| **1.** | **JOB SUMMARY:** * Providing direct time bound support for children and young people
* Developing the capacity of school and setting based/educational support staff in relation to groups of pupils/individual pupils.
* Providing advice and guidance to support to schools/settings based staff in the delivery of appropriate interventions for children and young people
* To promote the safeguarding and welfare of all children and young people in line with the policies and expectations of the Local Authority (LA)
* To contribute in meetings, assessment, planning and review, in line with LA policies, procedures, and legislation.

Specific areas of responsibility:* EHE and promoting/supporting return to school
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| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1. | To manage a case load as appropriate |
|  | 2. | To maintain case files in line with Team and LA policies |
|  | 3. | To promote the welfare and safeguard children and young people  |
|  | 4. | Comply with policies and procedures relating to safeguarding, confidentiality and data protection, reporting concerns to an appropriate person |
|  | 5. | To make visits to homes of EHE and prospective EHE pupils. |
|  | 6 | To liaise with and advise families and schools regarding EHE matters. |
|  | 7 | To work in partnership with other LA, Health and voluntary agencies to promote the learning, development and welfare of children. |
|  | 8 | To maintain accurate data in relation to support for EHE and prospective EHE pupils. |
|  | 9 | To work within and meet appropriate performance targets. |
|  | 10 | To comply with Stockton-on-Tees Borough Council and relevant professional codes of conduct and HR policies.  The completion of such will require the post holder to live out these codes in every aspect of his/her work and for his/her actions to demonstrate a commitment to them. |
|  | 11 | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Stockton-on-Tees Council, as your employer and you as an employee of the council. In addition to the Councils overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council’s Corporate H&S policy |
|  | 12 | To assist in promoting and implementing relevant business unit plans to support improved outcomes for children and young people |
|  | 13 | To liaise with and support members of the team and other relevant colleagues as appropriate |
|  | 14 | To use and follow all LA and Team policies and procedures to maintain high quality services and systems |
|  | 15 | To participate in CPD activities, annual appraisal and regular supervision to support professional development as may be deemed necessary to meet the duties and responsibilities of this post |
|  | 16 | Establish constructive relationships and communicate with other agencies/professionals, and liaise with other staff to support achievement and progress of pupils |
|  | 17 | Take the initiative to develop appropriate multi-agency approaches to supporting pupils |
|  | 18 | Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others |
|  | 19 | Assess the needs of pupils and use detailed knowledge and specialist skills to support best practise in supporting pupils’ learning |
|  | 20 | Establish productive working relationships with pupils, staff and families, modelling best practise and setting high expectations |
|  | 21 | Promote the inclusion of all pupils within educational settings |
|  | 22 | Encourage positive pupil interaction and independence  |
|  | 23 | Model delivery of learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |

**Job Description dated 2019**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Higher Level Teaching Assistant/Elective Home Education Officer.** | **Grade I** |
| Directorate / Service Area | **Children’s Services** | **Education Improvement Service** |
| Post Ref:  | **19406** |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | * GCSE Maths and English (A – C grade) or equivalent
* HLTA status level 4 or equivalent work based experience
* Current full driving licence
 |  | Application form |
| Experience | * Substantial experience of working with children and young people in an educational settings/schools, preferably with a specific specialism
 | Additional relevant SEN courses or experience in related areas | Application / Interview |
| Knowledge & Skills | * Motivation to work with children and young people at all levels regardless of specific individual needs and identify learning styles as appropriate
* Ability to form and maintain appropriate relationships and personal boundaries with children, parents/carers and other adults
* Ability to consider assessment information to inform planning/decision making and adapt approach in accordance with pupil need, including the preparation of resources to support learning
* Ability to work effectively with school staff, professionals and parent/carers and set high expectations and realistic outcomes for all pupils
* Effective time management skills
* Effective casework management, and ability to develop and extend own working practice
* Effective administrative skills
* Ability to set and maintain high standards of professional practice
* Good understanding of child development, learning styles and independent learning
* A knowledge and commitment to safeguarding and promoting the welfare of children and young people
* Understanding of relevant DfE legislation and guidance e.g. behaviour, inclusion and the Special Educational Needs and Disability Code of Practice: 0 to 25 years
* Understanding and awareness of the National Curriculum and other learning programmes (within a specified age range/subject)
* Understand classroom roles and responsibilities, and specifically in relation to inclusion within a school/educational setting
 | Ability to contribute to training for LA colleagues and service users | Application / Interview |
| Specific behaviours relevant to the post | * Demonstrate the Council’s Behaviours which underpin the Culture Statement.
* Ability to establish professional, effective working relationships with a range of partners/colleagues, children and young people and parents/carers
* Ability to share information, views and ideas clearly.
* Ability to work collaboratively as part of a team
 |  | Application / Interview |
| Other requirements |  **Written Skills** * Ability to compose written reports/email correspondence conveying clearly articulated advice, guidance or information
* Ability to compose clear written reports for statutory and other purposes to others for decisions on key issues
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**Person Specification dated 2019**

**Conditions of Service**

**General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

**Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

**Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

**Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

**Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

**Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

**Probation**

New entrants to Local Government will be required to complete a six month probationary period.

**Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

**Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

**Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

**Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted.  If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.