

**Job Description**

**Job Title: PVH Associate Classroom Support Assistant / Mentor**

**Salary Grade: Grade 3**

**Salary Range: £19,554 - £21,166 pro rata**

**Job Family: N/A**

**Job Profile: N/A**

**Directorate: Education**

**Work Environment: Virtual School for Looked After Chidldren**

**Reports to:**

**Number of Reports:**

Your normal place of work will be at the Virtual School but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Key Responsibilities:**

To develop and deliver short term interventions in educational placements with looked after pupils of all ages who are experiencing difficulties engaging in learning and/who are at risk of fixed term or permanent exclusion.

To have a direct positive impact on the outcomes of looked after children and young people by actively promoting inclusive practices and ensuring education, social, emotional and health development of Virtual School pupils is fully supported.

To support individual children and young people with their learning in schools and other settings, in preparation for integration into school.

To support individual children and young people to reintegrate to school or other educational settings, including break and lunch-time when required, either on a one-to-one basis, in small groups or in a classroom setting.

To feedback to team members issues relating to the difficulties experienced by young people, their carers and schools, in relation to the integration.

To be aware of individual setting safeguarding policies and procedures

To provide information both written and verbal for reports and meetings as required

To manage challenging behaviour and to help in the supervision of children and young people both in schools and in other educational settings.

To attend planning meetings and reviews for young people.

Actively promote inclusive practice within the classroom setting to ensure acceptance of all children.

Establish constructive relationships with carers, staff in schools and settings and participate in feedback sessions as directed.

Provide information and advice to enable looked after pupils to make appropriate choices regarding their own learning, behaviour and attendance.

Be prepared to work flexibly in terms of hours and location

Identify appropriate resources matched to the needs of the pupil.

Travel to different settings.

**Statutory requirements:**

**In line with the Together for Children’s Statutory Requirements, all employees should:**

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation

**Author**: Linda Mason

**Date**: July 2019

****

**Person Specification**

**Job Title: Associate Classroom Support Assistant / Mentor**

**Role Profile reference:**

|  |  |
| --- | --- |
| **Essential Requirements** | |
| **Qualifications:**   * 5 x GCSEs A\* - C including English and maths | Application Form Interview |
| **Experience of:**   * Demonstrable experience of working in a school, education provision or residential children’s home * Working with vulnerable children and young people. * Working with difficult to engage children and young people * Working in primary, secondary, special school, PRU or similar educational setting | Application Form Interview |
| **Knowledge and understanding of:**   * Issues affecting Looked After Children and Young People and how to offer supportive assistance * Safeguarding and child protection policies. * Standard computer packages (word processing, email and spreadsheets) | Application Form Interview |
| **Ability to:**   * Use, interpret, handle and communicate information. * Evidence excellent communication and listening skills * Respect and maintain confidentiality * Demonstrate good time management and organisational skills | Application form Interview |
| Commitment to Equal opportunities | Interview |

**Author:** Linda Mason

**Date:** July 2019