

Provision Assistant

Job Purpose:

To be a member of a multi-disciplinary team supporting the delivery of high-quality educational provision within the school.

Key Stakeholders:

- The children, young people and adults we support
- The Relatives, advocates and others of the children, young people and young adults we support
- Other staff within the SEND Team
- Staff in other departments within School
- Placing Authorities and Service Providers
- Registration, Regulatory and Inspection bodies
- Local Services – Statutory, Voluntary and Community

Key Responsibilities:

Provision

- To work under the supervision of the SENDCo and Assistant SENDCo to deliver universal provision to children and young people.
- To contribute to information gathering for assessments and assessment tools such as a Visual stress assessment, Strength and Difficulties questionnaires etc.
- To observe and interact with the children and young people providing observation and interaction reports to the SENDCo and Assistant SENDCo
- Follow up discussions with staff members and children and young people to provide support and monitor progress
- Opportunity to develop individual and/or group work with the children and young people as appropriate and under agreement and supervision of the SENDCo and Assistant SENDCo
- To contribute to the evaluation of the progress made by the children and young people
- To be responsible for maintaining accurate and comprehensive records in line with standards of practice
- To ensure appropriate confidentiality
- To prepare and maintain resources and equipment as required
- Maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of particular conditions and presentations
- To liaise with and provide advice and support to education staff alongside the SENDCo and Assistant SENDCo
- To write appropriate reports for provisions delivered
- To build relationships and work in partnership across the teams with the children, young people or adults

Teaching, Training and Supervision

- Under supervision, to support and deliver training to other members of staff
- Participate in the staff supervision and appraisal scheme and be responsible for complying with your agreed personal development targets
- Be an active member of the organisations' training programme by attendance at, and participation in, training programmes, tutorials, individual training sessions, workshops and seminars

Policy and Service Development

- To keep up to date knowledge of legislation, national and local policies and issues
- To participate in multi-disciplinary meetings
- To be responsible for the prudent efficient and effective use of equipment and resources

Administrative and IT

- To support the organisation, co-ordination and minute taking of internal case conferences and other meetings as required
- Management of Provision files
- To be competent in the use of basic IT packages such as Microsoft Word and Excel
- To develop a skill base in the administration and analysis of a range of packages as required
- To maintain the highest standards of record keeping including electronic data entry and recording, report writing

Research and service Evaluation

- To contribute to the measurement and evaluation of work and current practices
- To contribute to relevant research as agreed with the SENDCo

General

- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- To actively participate in internal and external CPD training and development programmes
- Participate in team meetings, supervisions, line management and annual reviews in accordance with Company policy

- Work to promote the SEND Team as a valued asset within the Education service it supports and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required within the Company

Managing own Performance and Development

- Being aware of and complying with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
- Contributing to the overall ethos/work/aims of the company
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and performance management as required
- Achieve challenging professional goals
- Take responsibility for your own professional development

Health and Well-Being

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support children and young adults whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support
- To be aware of your own wellbeing needs, discussing these with your line manager where necessary to ensure you promote a positive work-life balance

Team Working and Collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Experience Essential:

- Experience of paid or voluntary work in a child special needs setting and/or work with young people or adults with complex needs/ behaviours that may challenge or mental health needs

Experience Desirable:

- Relevant experience of working with Universal Provision
- Experience of working as part of an inter-disciplinary team
- Experience of group and or individual therapeutic contact
- Experience of teaching and/or supporting of other health professionals
- Experience or knowledge of children, young people and/or adults who have experienced trauma, are neurodiverse, have a Disability and/or Mental Health needs.

Skills, Knowledge and Aptitudes Essential

- Ability to work independently as agreed under supervision
- Ability to accept and work within the boundaries of the role of Therapeutic Provision Assistant
- Effective communication
- High level of professionalism
- Use of reflective/analytical thinking in assessment and therapeutic work
- Ability to be flexible and cope with multiple demands
- Clear and concise record keeping
- Knowledge of legislation and implications for practice and professional management of client groups
- Knowledge of IT systems
- Ability to work with behaviours that may challenge

Qualifications and Training

- Minimum of 5 GCSE passes including English at Grade C and above
- Evidence of relevant post 16 education
- Willingness to work towards further qualifications as required