**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | **Physical Disability Assistant, SENSS** |
| Salary: | £32,076 to £34,834 pro rata (Actual salary £19,861 to £21,568) |
| Grade: | G9  |
| Hours: | 26 hours  |
| Contract type: | Permanent; term time only (39/52 weeks) |
| Team: | Physical Disability Team, Special Educational Needs Support Services (SENSS) |
| Service Area: | Children’s Services, Education  |
| Primary Location: | Countywide (with an office base at County Hall in Oxford) |
| Budget responsibility: | None  |
| Responsible to: | Lead for SENSS Physical Disability Team  |
| Responsible for: | Not applicable |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.* Improving outcomes for children who have a physical disability in Oxfordshire. The assistant will work primarily with children in the early years and primary phases of education. The role may involve working with individual or small groups of children.
* To support the inclusion of children who have a physical disability, facilitating access to the learning environment and curriculum, and fostering independence.
* Working towards children with physical disability being ‘ready for school’ and supporting in transition; doing this as part of a multi-agency team and in close partnership with families.
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## Job Responsibilities

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| Physical Disability Assistants are an essential part of the educational team working with children and young people who have physical disabilities in the early years and in educational settings in Oxfordshire. **Safeguarding** * This post is subject to an enhanced check from the Disclosure and Barring Service (DBS).
* The post holder has individual responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with, in line with local authority (LA) safeguarding procedures.

This is a list of the main duties or tasks that the post holder will be expected to undertake:**To improve outcomes for children who are physically disabled** * Maintain good and appropriate links and communication with families and other supporting professionals including record keeping and other records such as home to school liaison records.
* Contributing to the planning of child centred learning programmes working in a ‘Team Around the Child’ approach and contributing to assessment processes.
* Facilitating and implementing interventions as agreed with the PD Advisory Teacher.
* Supporting mainstream staff in educational settings to ensure the child with physical disability has access to the broad curriculum.
* Developing resources to include the child with physical disability in activities with their peers.
* Mentoring Teaching Assistant/s working with a child with physical disability in an educational setting to development their knowledge and skills.
* Advising educational settings on appropriate opportunities and motivation for social interaction when the child has a physical disability.
* Providing opportunities for the child with physical disability to explore the environment and enable him/her to make choices and decisions.
* Actively seeking and promoting the views of the child.
* Monitoring and reporting on the child’s progress to a designated teacher.
* Attending meetings with teachers, parents and other supporting professionals as required.
* Assisting with the organisation, access to and supervision of group curricular activities outside the classroom e.g. forest schools.
* Being part of a team facilitating and running small groups as required.
* Preparing and delivering in service training under the guidance of the PD Teacher.
* Ensuring that the views and rights of disabled children are listened to and respected, actively promoting awareness and practice of equal opportunities in all aspects of the role.
* Working within information sharing protocols and respecting confidentially to achieve good outcomes for children.
* Supporting SENSS service/policy developments as appropriate.

**Attending meetings**PD Assistants will be expected to attend meetings to support the work of SENSS. **Training and development**PD Assistants will be encouraged and supported to develop their knowledge of supporting children with physical disability. They will be asked to:* Participate in In-Service Training activities as organised by the mainstream settingand SENSS
* Participate in agreed Oxfordshire County Council’s induction and appraisal processes

**Administrative focus*** Checking work emails regularly and using email for effective communication
* Undertake administrative tasks such as photocopying and word processing
* Maintain records and reports as required
* Inform their line manager of any absence from work promptly and record absence appropriately through ESS
* Complete travel claims and expenses forms through ESS as appropriate.

**Policies**PD Assistants will be required to familiarise themselves with Health and Safety requirements in the settings in which they work, the children’s rights checklist and all policies, to include:* Safeguarding and promoting the welfare of children
* Equal opportunities
* The Equalities Act
* Anti-bullying, Harassment and Discrimination Policy
* Data protection
* Schools’ Behaviour Policy and Physical Restraint Policy and Procedures.

The Physical Disability Team (SEN Support Services) will provide regular support, advice and training.PD Assistants are expected to always respect confidentiality regarding children and their families and for all confidential items related to the settings in which they work.**For all staff**You have specific responsibilities under **Health & Safety** legislation to ensure that you:* Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable
* You have appropriate business insurance when travelling by car for Oxfordshire County Council
* Adhere to health and safety guidelines and requirements, including attendance on mandatory training courses.

**Equal opportunities**To undertake those duties which support the achievement of the Council’s equal opportunities objectives.**Children’s rights**Oxfordshire County Council has signed up to a Children’s Rights Checklist and the post holder must work within this framework to ensure that s/he:* thinks about children’s rights in relation to the service they are providing
* consistently seeks and acts on the views of children and young people
* is able to show that children’s rights are reflected in all aspects of the work of the SENSS Physical Disability Team.

The appointment is to the Physical Disability Team (SENSS) and as the needs and numbers of children and young people change, staff may be asked to work with different age groups of children or young people or undertake different tasks. A willingness to be flexible and adaptable is key. *The post outline and list of duties Is not meant to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.**SENSS seek to foster an inclusive approach to everything that we do. We recognise diversity in the workforce as an enormous strength that broadens our perspectives, enhances our understanding and enriches our teams.*  |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| A good basic level of education (e.g. Grade 4 or above in GCSE English and Maths or equivalent) or equivalent professional experience | A, D |
| Good spoken and written English language skills | A, I, T |
| Relevant and recent experience of working with children and young people, especially those with special educational needs, to facilitate learning and encourage independence | A, T |
| A knowledge and understanding of child development  | A, I, T |
| Knowledge of the Early Years Foundation Stage curriculum | A, I |
| A quiet, calm, encouraging and positive manner and the ability to remain calm and patient in difficult situations; a ‘can-do’ attitude | A, I, T |
| Proven ability to work effectively as part of a team and independently, prioritising a range of tasks appropriately and organising time efficiently without immediate supervision | A, I |
| The ability to communicate sensitively and appropriately with colleagues at different levels, and with children and their parents; the ability to listen and take into account the views of others and to actively share information | A, I, T |
| The ability to support parents and mentor and contribute to the training of TAs and colleagues working with children with physical disability  | A, I |
| Commitment to, and a good understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services  | I, T |
| A commitment to learning and ongoing training and openness to change and the development of new ways of working | A, I |
| A willingness to work flexibly in a range of settings across the county and ability to travel as required | A, I |
| Proven ability to use ICT effectively to support learning and to keep detailed records | A |
| Desirable Criteria | Assessed By: |
| Relevant and recent experience of working with children who have physical disability and a good understanding of the impact that disability can have on learning and access to education, and how barriers to learning can be overcome | A, I |
| Training or a qualification in working with children with physical disability, Early Years and or child development  | A, I |
| Qualification in First Aid or a willingness to do this | A, I |
| Experience of training and advising others in a work environment | A, I |
| Knowledge of the KS1 and KS2 curriculum | A, I, D |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role include:

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| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [x]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.