**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

**Designation:** HOP School Room Supervisor **Grade: PO1 (TTO)**

**Reports to (Designation):** Outreach Manager **Post No:** D32878

**Department:** CYP **Section:** Virtual School

**Main Purpose of the job**

1. To raise the educational outcomes of all UHL Children’s Ward inpatients attending the School Room using identified online teaching programmes
2. To lead on education planning in the School Room for the team around the child, providing specialist support to a range of professionals.
3. To provide early intervention specialist support for young people out of school and admitted to UHL for medical reasons.
4. To provide effective monitoring and auditing of educational achievement of School Room attendees.
5. To provide relevant advice on education of School Room attendees to Virtual school staff and a range of partner agencies.
6. To work with the Outreach Manager of the Virtual School to develop a comprehensive strategy for raising the attainment of the cohort.
7. To work with vulnerable young people who may exhibit a range of emotional and behavioural difficulties.
8. To take a leading role in identifying and commissioning suitable educational provision for School Room attendees whilst unable to attend mainstream school.
9. To lead on commissioning a range of specialist resources for the identified School Room cohort.
10. To be able to analyse the learning data from the online teaching programmes and disseminate this to appropriate agencies.
11. Plan, prepare, deliver, assess, report and mark learning activities for individuals/groups.
12. Responsible for the management and development of The School Room.

## SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR PUPILS

* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR OUTREACH MANAGER

* Organise and manage appropriate learning environment and resources
* Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies using online teaching resources
* Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence
* Supporting the role of parents/professionals in pupils' learning and contribute to/lead meetings with parents and the team around the child to provide constructive feedback on pupil progress/achievement etc.
* Administer and assess/mark tests and supervise online learning
* Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

* Deliver learning activities to pupils via online learning systems, adjusting activities according to pupil response/needs
* Deliver online literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
* Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
* Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
* Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SERVICE

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security and data protection, reporting concerns to an appropriate person
* Be aware of confidential issues linked to home/pupil/school/work and to keep confidences as appropriate
* Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of HOP
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Outreach Manager, to support achievement and progress of pupils
* Take the initiative to develop appropriate multi-agency approaches to supporting pupils
* Lead on the School Room provision and share expertise and skills with others
* Recognise own strengths and areas of expertise and use these to advise and support others

PERSONAL DUTIES

* To manage admissions to the HOP School Room. To undertake the collation and analysis of education statistics in relation to HOP School Room Students. This will include reporting on specific outcomes relating to cohort attendance to provide effective data and reports for the Virtual School Headteacher.
* To work with schools to which HOP School Room students are in roll to, to identify education needs.
* To support students upon discharge to ensure successful reintegration either to their mainstream school or the HOP Outreach Service, if deemed necessary.
* To attend relevant panels, working parties and multi-agencies acting as an advocate for HOP Students.
* Contribute to the production of statistics and reports for presentation as required by the DfES, Department of Health, Council, Directorate Management Teams and elected members.
* To attend appropriate training as required.
* To manage own caseloads within the guidelines of regular supervision.
* To receive visitors/callers to the School Room, for example, parents/carers, professionals from outside agencies, and deal with enquiries as required whilst maintaining security requirements and confidentiality.
* To help foster good links between home and the mainstream school where they are on roll, including required liaison with parents/carers of students attending the HOP School Room and external agencies.
* To report to the Headteacher, Social, care and health and carers on the outcomes of interventions made, and recommend changes in policy or procedure for future practice.
* Responsible for allocating budget spend for HOP School Room, in liaison with the Outreach Manager.
* To act as advocate, mediator and negotiator, often in confrontational situations with a range of partner agencies. This will include initiating and participating in team around the child meetings to discuss and initiate strategies to resolve barriers to learning.
* Maintain the School Room environment, including displays, materials and day to day running.
* Provide regular verbal and written feedback to mainstream schools, wider team, and stakeholders.
* To attend regular team meetings as required.
* Be able to deal with any emergencies or immediate problems as they arise.

**PERSON SPECIFICATION**

**As evidenced in application form and interview:**

**EXPERIENCE (Essential Requirements)**

* Experience working with children of relevant age in a learning environment
* Excellent written and communication skills, including appropriate ICT skills.
* A secure knowledge of the importance of data as a means both to measure and to extend progress.
* A high level of organisational skills.
* The ability to create a stimulating visual environment in the classroom.
* Working effectively as a both an academic and pastoral lead.

**QUALIFICATIONS/TRAINING (Essential Requirements)**

* Higher Level Teacher Assistant qualification or equivalent
* Excellent numeracy/literacy skills - equivalent to NVQ Level 2
* Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT

**KNOWLEDGE/SKILLS (Essential Requirements)**

* Can use ICT effectively to support learning
* Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation
* Working knowledge and experience of implementing national curriculum and other relevant learning programmes
* Good understanding of child development and learning processes
* Understanding of statutory frameworks relating to teaching
* Constantly improve own practice/knowledge through self-evaluation and learning from others
* Ability to relate well to children and adults
* Work constructively as part of a team, and independently, understanding classroom roles and responsibilities and your own position within these
* An awareness of, and commitment to, the authority equal opportunities policies in respect of race, class, gender and disability.

**PERSONAL SKILLS AND ATTRIBUTES**

* Flexibility and a willingness to be involved in activities that promote the HOP ethos.
* A commitment to lifelong learning and a willingness to contribute to furthering their own learning through CPD.
* Personal drive and energy to motivate and inspire staff and students.
* Personal and professional integrity. The ability to cope with complexity, ambiguity and uncertainty.
* A genuine liking for and commitment to students in often challenging situations.

## EQUALITI ES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

**INTERNAL CONTACTS**

* Maintain links with staff in own and other Directorates, particularly Education Social Workers, Educational Psychologists, Head Teachers and appropriate Teachers and Social Workers.

**EXTERNAL CONTACTS**

* Maintain links with appropriate staff in the health service.
* Maintain links with voluntary, community and parent groups.

To carry out the duties of the post with due regard to the Council’s Respect and Dignity at Work Policy and Codes of Conduct. All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public. Assist in carrying out the Council's environmental policy within the day to day activities of the post. Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.