

Job profile

Service and job specific context statement

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| Directorate: | Children and Young People's Service |
| Service: | Inclusion |
| Post title: | Medical Education Service (MES) HLTA |
| Grade: | I (NJC) |
| Responsible to: | MES Locality Coordinator |
| Staff managed: | None |
| Date of issue: | July 2021 |
| Job family: | E - Education/School |

Job context

The Inclusion Service works in partnership with all schools and settings within North Yorkshire to promote the inclusion, participation and achievement of children and young people with SEND. Some services are allocated into SEND hubs, coordinating provision at a locality level across Children and Young People (CYP) Service as a whole, to ensure needs are met holistically. The other services including the Medical Education Service (MES) sit as part of the central team.

The MES offers short-term intervention to help schools to provide continuity in education when a child or young person has been absent from school due to a physical or mental health need. Medical education aims to support schools in reintegrating the child or young person back into school.

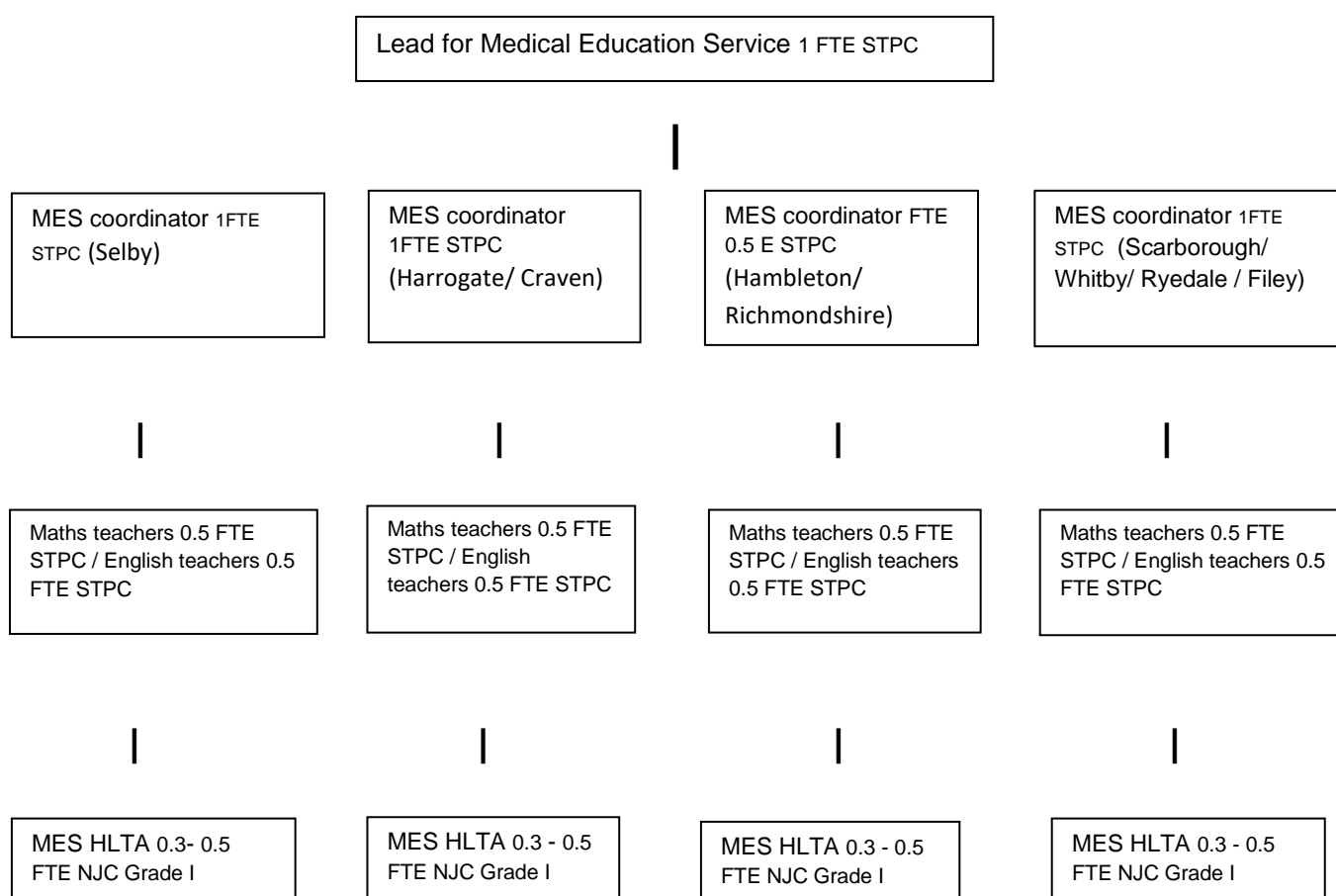
This role involves a specialist level of spoken communication so a confident use of English language is required.

Job specifics

- To work with teachers as part of a professional team to plan and deliver effective tuition for Children and Young People (CYP) with identified physical or mental health needs, both within schools and for those who cannot attend school. Support through supervision will be provided by the MES coordinators and or MES teachers.
- Liaise with the school the CYP is on roll at to ensure they receive intervention which is appropriate to their needs.
- Quality assure the effectiveness of support and intervention with support from the MES coordinators and or MES teachers.

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Structure



Job Description

Job purpose

To assist schools in delivering either Maths or English tuition to children and young people with medical needs who cannot access school full-time. The tuition may be 1:1 or group tuition. To work alongside schools, health, parents/carers and other stakeholders to help support the child or young person re-integrate back to school.

Operational management

- To manage a caseload as specified by the MES coordinator and in accordance with service policies and professional role

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- To plan and deliver tuition to CYP with medical needs under the supervision of the MES coordinator. To receive resources from the home schools and maintain communication
- If due to a Child or Young Persons (CYP) needs it is not appropriate to deliver subject specific content in the initial sessions the MES HLTA's will have the flexibility to deliver sessions which will help build the relationship with the CYP and help support their SEMH needs
- To contribute to regular multi-disciplinary meetings organised by the home schools
- To work with the MES coordinator to support schools to complete Individual Health Care Plans for CYP with physical or mental health needs
- To contribute to reports, reviews and re-assessments as required by the SEND team as part of the statutory process, within their professional role
- To work alongside the co-operative locality hub team based on a flexible approach to support
- To effectively monitor, manage and advise schools on appropriate resources such as online learning resources and the AV1
- Work within the boundaries and ethos of school/service policies and procedures
- Prioritise and manage own workload within the boundaries of the role, and as advised by the MES coordinator
- Ensure that all work is planned for maximum efficiency and minimal travel
- Establish and maintain positive working relationships with key stakeholders including school staff, parent/carers, health professionals and external and internal services.
- Work effectively and flexibly in a range of settings including family homes, schools, children & family hubs, libraries and other public spaces
- Establish and maintain professional working relationships with children and families
- Cover short term MES HLTA absence
- Adjust and personalise lessons/work plans according to CYP responses/needs
- Monitor, record and evaluate CYP responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, with support from home school teacher and or MES coordinator
- Support the implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence
- Support CYP in their social and emotional wellbeing

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| | <ul style="list-style-type: none"> • Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison • Encourage and motivate CYP to promote independence and resilience and increase self-esteem • Participate in the monitoring of systems relating to attendance |
| Communications | <ul style="list-style-type: none"> • Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the MES teacher/co-ordinator, to support achievement and progress of CYP • Interact with CYP in ways that support the development of their ability to think and learn, and work independently |
| Partnership / corporate working | <ul style="list-style-type: none"> • Provide support in line with your Job Description where necessary to other teams within The Inclusion Service during school closure periods • Provide objective and accurate feedback and reports on CYP'S attainment, progress and other matters, ensuring the availability of appropriate evidence with support from the MES coordinator and or MES teachers • Participate in meetings with other staff, external professionals, and parents, regarding CYP • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in MES meetings • Share information about CYP with teachers and other professionals as required • Provide data on CYP's progress and outcomes to inform LA data collection and analysis, service development and professional performance management with support from the MES coordinator |
| Resource management, Systems & Information | <ul style="list-style-type: none"> • Organise and manage an appropriate learning environment and resources • Support the use of ICT to advance CYP's learning and use common ICT tools for their own learning • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, making phone calls etc • Encourage schools to provide access arrangements, for CYP with physical or mental health needs, sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations, with support from MES coordinator • Participate in training, appraisals and supervision • Complete a risk assessment for each child and venue they are working in |

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| | <ul style="list-style-type: none"> • Ensure parental consent has been gained for the MES • Ensure home tuition agreement has been signed by parents/carers • Complete a visit record within 24 hours of completing the visit • Contribute to the Pupil Reintegration Education Plan (PREP) for each CYP • Ensure work calendar is always up to date • Respond to emails in a timely manner • Save all documentation to the CYP's folder as directed • Liaise with MES coordinator regarding timetable to ensure it is up to date |
| Strategic management | <ul style="list-style-type: none"> • Work within the boundaries and ethos of school/service policies and procedures |
| Safeguarding | <ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation, including the MES safeguarding policy, in relation to Information Governance. This includes Data Protection, Information Security and Confidentiality • Be aware of and implement their health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy • Work with colleagues and others to maintain health, safety and welfare within the working environment • Complete a risk assessment for each CYP and venue they work in • Promote inclusion and acceptance of all pupils • Ensure services are delivered in accordance with the aims of the equality Policy Statement • Develop own understanding of equality issues |

Person Specification

| Essential upon appointment | Desirable on appointment |
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| Knowledge <ul style="list-style-type: none"> • Understanding of child/young people's development and learning processes • Understanding of individual children and young peoples' needs • An understanding that children/young people have differing needs and knowledge of inclusive practice • Understanding of how physical and mental health needs may impact on curriculum access, social and emotional development • Up to date curriculum knowledge | <ul style="list-style-type: none"> • Up to date inclusive practice in the education of children with physical disabilities, including assistive technology • Knowledge of behaviour management techniques |

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| | <ul style="list-style-type: none"> • Knowledge of Child Protection • Knowledge of Health & Safety legislations and procedures • Knowledge of how to work with CYP with anxiety • Knowledge of Statutory Assessment procedures • Knowledge of the SEND Code of Practice |
| Experience <ul style="list-style-type: none"> • Significant experience of the English and/ or Maths curriculum • Can demonstrate significant recent successful mainstream classroom HLTA role or equivalent • Experience of liaising with other professionals and parents/carers | <ul style="list-style-type: none"> • Can demonstrate experience of working with CYP with physical and mental health needs • Can demonstrate experience of working with the families of CYP with physical/medical needs • Experience of delivering evidence based interventions that accelerate learning |
| Occupational Skills <ul style="list-style-type: none"> • Excellent ICT skills and ability to use them as part of the learning • Excellent written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, CYP, families and carers • Excellent personal and time management skills • Ability to work collaboratively with others • Excellent recording and report writing skills • Ability to personalise appropriate teaching materials | <ul style="list-style-type: none"> • Experience in delivering in service training • Excellent assessment skills and target setting |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Level 2 numeracy & literacy qualification or equivalent • HLTA status or equivalent • ** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class | <ul style="list-style-type: none"> • Appropriate first aid training • Relevant NVQ level 4 or foundation degree |

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Other Requirements

- Demonstrable interpersonal skills
- Able to work alone and successfully in a team
- Able to exercise discretion and judgement
- Confidentiality
- Flexibility
- Creativity
- Enhanced DBS clearance
- To be committed to the services' policies and ethos
- To be committed to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes
- Ability to use authority and maintain discipline
- Positive can do attitude, solution focused approach
- Able to manage time effectively
- Excellent organisational skills
- UK Drivers Licence & use of own car to travel across the County

Behaviours

[Link](#)

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas.