



## Job Description - Therapeutic Education Practitioner (TEP) Level 1

Responsible to: Head of Provision

Salary: £24,720 (term time only, FTE £28,775)

Working hours: 37.5 hours per week

Location: Misterton Learning Centre

Disclosure Level: DBS (full)

### JOB PURPOSE

To work with staff as part of a professional team to support teaching and learning for pupils. Under the direction of the Lead teacher providing learning support for pupils who need particular help to overcome barriers to learning. Young people will often have had significant disruption to their education and experienced significant trauma. The role will include building relationships, trust and confidence with young people. Delivering bespoke academic sessions which allow the young people to achieve their desired outcomes and work towards qualifications and skills to enable aspirational outcomes and transitions moving forwards.

### MAIN DUTIES AND RESPONSIBILITIES

- Implement planned learning activities/teaching programmes as agreed with the Head of Provision and senior TEPs, adjusting activities according to pupils' response as appropriate
- Provide feedback on pupil progress and behaviour
- Support in monitoring, assessing and recoding pupil progress/activities
- Provide feedback to pupils
- Support learning by arranging/providing resources for lessons/activities under the direction of the Lead teacher and senior TEPs
- Support pupils in social/emotional well-being, reporting and recording problems as appropriate
- Share information about pupils with other staff, parents/carers, internal and external agencies as appropriate
- Work with pupils on therapy or care programmes, designed and supervised by a therapist
- Update basic pupil records to ensure records are filed accurately and to support other members of staff under direction
- Carry out basic clerical tasks to support other staff e.g., photocopying, laminating
- Accompany other staff on school visits and other activities off site
- Facilitate cooking sessions
- Be involved in planning and carrying out holiday clubs and activities



## Person Specification: TEP Level 1

(E=Essential D=Desirable)

### SKILLS AND CORE COMPETENCIES

#### Technical competency (qualifications and training)

- 🚩 Knowledge of relevant legislation, policy and guidance relating to Children and Young People's Services and SEND (E)
- 🚩 Literacy & Numeracy at Level 2. (E)

#### Experience

- 🚩 Experience of working with children and young people in similar setting. (E)
- 🚩 Experience of working with teams to set and maintain a positive culture. (E)
- 🚩 IT literate with strong skills in Word, Excel, and PowerPoint. (E)
- 🚩 A good knowledge of Child Protection and Safeguarding regulations. (D)
- 🚩 Experience in working with students on a 1:1 basis and in small groups, ensuring that the objectives of a lesson are achieved. (D)

#### Skills and Attributes

- 🚩 Evidence of the skills and qualities needed to support and develop young people with high support needs. (E)
- 🚩 Strong communicator verbally, in writing and using various IT tools with a diverse group including other professionals, young people and parents. (D)
- 🚩 An ability to develop and sustain effective relationships with key organisations. (E)
- 🚩 An ability to work in and create strong partnerships with other organisations. (E)

#### Personal qualities, communicating and relating to others

- 🚩 The ability to work flexibility and adapt to the demands of the role. (E)
- 🚩 Well organised and able to manage own workload. (E)
- 🚩 Have a commitment to work collaboratively or co-operatively. (D)
- 🚩 Be able to act upon advice and feedback and be open to coaching and mentoring(E)
- 🚩 Communicate effectively with all stakeholders including children, young people, colleagues, parents/ carers, Governors, and members of the public. (E)
- 🚩 Be open and responsive to changing needs of the post. (E)
- 🚩 Always maintain strict confidentiality and discretion. (E)

#### Safeguarding

- 🚩 Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- 🚩 This post requires a Disclosure and Barring Service Check at a Enhanced level (E)

#### Other

- 🚩 Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)