



Job Description - Therapeutic Education Practitioner (TEP) Level 4

Responsible to: Head of Provision

Salary: £37,080 (term time only, FTE £43,164)

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.

Level 4 TEPs will likely have qualified teacher status or other significant education related qualifications (B.Ed, M.Ed)

MAIN DUTIES AND RESPONSIBILITIES

- Provide planned learning activities/teaching programmes as agreed with the Head of Provision and senior TEPs, adjusting activities according to pupils' response as appropriated
- Differentiate and adapt learning programmes to suit the need of allocated pupils to address their barriers to learning
- Confidently use the relax-explore-stretch model to maximise student engagement during sessions
- 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 with support from and in collaboration with 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
- Implement individual development plans for pupils (such as PEPs & EHCPs), including contributing to reviews
- Arrange, assist or chair student meeting (such as TACs, PEP meetings or EHCP reviews) and take responsibility for writing up minutes, sharing documents and views and communication with involved parties
- To support with visits, transition and induction of pupils into provisions they are moving on to
- Monitor pupils behaviour throughout the learning process and intervene to resolve issues referring more complex, difficult or very challenging issues to the senior staff
- Supervise individuals and groups of pupils through the day, including classroom, the wider school site and off site
- Complete training and CPD to enable the delivery of academic interventions and therapeutic activities
- **Disseminate information and learning (eg. from training, CPD or conferences)**
- **Lead team meetings**
- **Delegate tasks for lower band TEPS and monitor the progress and completion of these**
- Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of pupils
- Take responsibility for a significant school administrative task, statutory role, projects and initiatives
- Support lower band TEPs with becoming familiar with the role and offer ongoing assistance
- To assist in the development of appropriate syllabuses, resources, schemes of work and teaching strategies across a range of curriculum areas
- To contribute to curriculum areas and departments' development plans and their implementation
- **Provide significant support to lower band TEPS, working in a mentoring role to help them plan and deliver sessions**
- **Develop and implement outcome maps for young people considering, strengths, needs and barriers to learning**



Person Specification: Teaching Assistant

(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)
- 🚩 Experience of planning, preparing and delivering lessons (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)
- 🚩 Experience of working with pupils including knowledge complex needs and a trauma informed approach (D)
- 🚩 Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks (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)
- 🚩 Understand the aims, content, teaching strategies and intended outcomes for lessons.(E)
- 🚩 Ability to use and adapt a range of strategies to establish a purposeful learning environment and enable engagement. (E)
- 🚩 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)