

Post title	EDUCATION SUPPORT ASSISTANT
Reporting to	Principal or a line manager nominated by the Principal
Working Time	5 days per week term time only (temporary for one year in the first instance)
Salary/Grade	G4 FTE £19,312 - £19,698 FTE (Actual Salary £12,002 - £12,466)

PURPOSE OF THE POST	
	<ul style="list-style-type: none"> • Under the supervision of the SENCo, to assist in the educational and social development of students. • To assist with managing of IEPs, withdrawing students for individual and small group tuition. • To assist with form time activities and the preparation of materials. • To contribute to raising standards of student attainment and recording progress. • To implement and deliver a broad, balanced and relevant curriculum for students and to support a designated curriculum area as appropriate. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school
Responsible for	<p>Facilitating and encouraging a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>The post involves some direct impact on the well-being of the students through undertaking tasks or duties related to the post.</p>
Liaising with	Students, SENCo, Heads of Department, teachers and relevant staff with crossschool responsibilities, relevant non-teaching support staff, parents/carers.
Working conditions	<p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour. The post involves contact with people which through their circumstances or behaviour occasionally place emotional demands on the post holder.</p> <p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.</p>

Characteristics of the post	<p>The ability to occasionally attend meetings as required.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The following employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) • Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.
-----------------------------	---

MAIN (CORE) DUTIES	
General duties	<ul style="list-style-type: none"> • To take part in the Academy's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management process. • To assist with the personal needs of a pupil with Special Educational needs including social, health, physical, hygiene, first aid and welfare matters. • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc. • To complete the relevant documentation to assist in the tracking of students. • To communicate effectively with the parents of students as appropriate. • To assist with the personal needs of students including social, health, physical, hygiene, First aid and welfare matters. • To assist in meeting the special educational needs of individual children or groups of children. • To assist the teacher or line manager by contributing as directed to a student's individual behaviour/education plan. • To assist with the supervision of students ensuring their safety and access to learning. • To prepare the classroom as directed for lessons and to clear afterwards. • To assist with the display of work. • To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy. • To report to the teacher or line manager on pupil progress and achievements in accordance with school policy. • To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager. • To provide general support with learning activities (e.g. literacy, numeracy) to enable students to understand instructions and to ensure they remain on task. • To maintain a record of the learning and behaviour of the students they are assigned to help which will be passed to the SENCO. • To assist students in using resources, e.g. ICT. • Other duties commensurate with the grade of the post as directed by the Headteacher. • To follow agreed policies for communications

Additional duties	<ul style="list-style-type: none"> To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other specific duties	<ul style="list-style-type: none"> To continue personal development. To engage actively in the performance review process.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	
Date completed	Updated November 2020

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Level 2 or equivalent in English & Maths 	<ul style="list-style-type: none"> Support work in Schools (S.W.I.S) Level 2 Supporting students with SEN Level 2 or 3 qualification
Knowledge	<ul style="list-style-type: none"> Good numeracy/literacy skills 	<ul style="list-style-type: none"> Use of Technology e.g. ICT, Child Protection issues Health, Safety & Security issues. Data protection issues. Appropriate knowledge of First Aid
Experience	<ul style="list-style-type: none"> Effective use of resources. Decision making when to intervene to prevent a child from injuring themselves. 	<ul style="list-style-type: none"> Working or caring for children with Special Educational needs
Competencies and other skills required	<ul style="list-style-type: none"> The ability to relate well with children and adults. The ability to work as a member of a team. High levels of emotional demands Communication skills 	