

Post title	EDUCATION SUPPORT ASSISTANT
Reporting to	Principal or a line manager nominated by the Principal
Working Time	Full and part time, term time only
Salary/Grade	G4

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 pupils. To assist with managing of IEPs, withdrawing students for individual and small group tuition, testing, form time activities, recording progress, help with preparing materials, general supervision of students to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students as a teacher/form tutor. To contribute to raising standards of student attainment. To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
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 pupils through undertaking tasks or duties related to the post.</p>
Liaising with	Students, SENCo, Heads of Department, teachers and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents.
Working conditions	<p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.</p> <p>The post involves contact with people which through their circumstances or behaviour occasionally place emotional demands on 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.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Level 2 Numeracy/Literacy or willingness to work towards this 	<ul style="list-style-type: none"> Support work in Schools (S.W.I.S) Level 2 Supporting pupils with SEN Level 2 or 3 qualification
Knowledge	<ul style="list-style-type: none"> Good numeracy/literacy skills 	<ul style="list-style-type: none"> Appropriate knowledge of First Aid, Use of Technology e.g. ICT, Child Protection issues Health, Safety & Security issues. Data protection issues.
Experience	<ul style="list-style-type: none"> Effective use of resources. 	<ul style="list-style-type: none"> Working or caring for children
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. 	

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 continue personal development in relevant areas. To engage actively in the Performance Management process. To work as a member of a designated team and to contribute positively to effective working relations within the school. 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. Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. To follow agreed policies for communications. To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools. To contribute to the development of effective links with external agencies. To assist with the personal needs of pupils 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 pupils individual behaviour/education plan. To assist with the supervision of pupils 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.

	<ul style="list-style-type: none"> • To provide general support with learning activities (e.g. literacy, numeracy, KS3,) to enable pupils to understand instructions and to ensure they remain on task. • To maintain a record of the learning and behaviour of the pupils they are assigned to help which will be passed to SENCo • To assist pupils in using resources, e.g. ICT. • To assist with the supervision of pupils outside of lesson times, including before and after school and lunchtimes. These duties shall be undertaken within the postholder's contractual hours. • Other duties commensurate with the grade of the post as directed by the Principal.
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.</p> <p>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.</p> <p>The Academy 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	October 2013
-----------------------	--------------