



<b>Job Title:</b> Educational Support Assistant	<b>Grade:</b> 5
<b>Department:</b> N/A	<b>Accountable to:</b> Headteacher
<b>Contractual Terms:</b> 30 hours per week / Permanent	<b>Responsible for:</b> N/A

### **Overall Purpose of the Job:**

To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Class Teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the Teacher in the management of pupils in the classroom.

Work may be carried out in the classroom or outside the main teaching area.

### **Key Duties and Responsibilities:**

#### **Teaching Support**

To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophy of the school.

To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.

Under the direction of the Teacher provide one to one support to pupils or work with small groups of pupils on pre-planned activities, to reinforce the Teacher's approach.

To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

To provide basic clerical duties where required e.g. photocopying, filing etc.

Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.

To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.

As directed by the Teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

To undertake relevant training and development as required from time to time by the Head teacher or LA, and be involved in ongoing development reviews of skills and competencies.

Ensure equipment and/or materials are suitable for the learning activities.

Prepare materials and teaching aids where necessary, and ensure all equipment and resources are cleaned regularly.

#### **Pupil Support**

To provide support and guidance under the direction of the Teacher to teams of pupils in their core skills and curriculum needs as per school policies/practices.

To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.

To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.

As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Head teacher.

As required, to deal with the personal care and comfort and necessary minor medical treatments of pupils, i.e. toileting and intimate care issues (as per school guidance and direction).

To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.

To provide lunchtime cover as required.

### **Curriculum Activities**

Under the direction of the Teacher, assist in the structured and agreed learning activities/teaching programmes.

To contribute in the presentation of pupils' work and maintenance of display areas.

To assist with the preparation and tidying of the classroom and upkeep of resources.

To attend and contribute to duty related meetings as required.

### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
  - As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.
- As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

<b>Criteria</b>		<b>Essential/ Desirable</b>	<b>How Assessed</b>
<b>Qualifications:</b>	<p>The role requires a minimum of GCSE Maths and English Grade 4 – 9 (A –C) or equivalent including English and Maths.</p> <p>NVQ 3 For Teaching Assistants or equivalent</p>	<p>E</p> <p>E</p>	A/I
<b>Experience:</b>	<p>Experience of working with children/young people in a school environment in Key Stage 2</p> <p>Experience of assisting Class Teacher in delivering the curriculum.</p>	<p>E</p> <p>D</p>	A/I

	<p>Experience of encouraging the development of relationships between children/young children.</p> <p>Previous experience of working with children exhibiting behavioural difficulties</p>	<p>E</p> <p>E</p>	
<b>Knowledge and Statutory Requirements:</b>	<p>Some understanding of the National curriculum and other basic learning programmes/strategies</p> <p>Understanding of how children become confident learners</p>	<p>E</p> <p>E</p>	A/I
<b>Planning, Organisation and Mental Challenge:</b>	<p>Ability to be able to use own judgement to identify straightforward solutions to simple problems.</p>	E	A/I
<b>Empathy &amp; Social Intelligence:</b>	<p>Ability to relate to children/young people from diverse/social backgrounds</p>	E	A/I
<b>Interpersonal &amp; Communication:</b>	<p>Good communication and interpersonal skills to communicate effectively with pupil and staff members.</p>	E	A/I
<b>Philosophy and Commitment:</b>	<p>An interest in educational issues.</p> <p>A 'can-do' approach and positive attitude to innovation and change.</p>	<p>E</p> <p>E</p>	A/I
<b>Personal Qualities:</b>	<p>Ability to contribute to effective team working.</p> <p>Effective time management.</p> <p>Ability to work confidentially and with discretion.</p> <p>Excellent organisational skills.</p>	<p>E</p> <p>E</p>	A/I

#### **Responsibilities for Resources:**

**Line Management Responsibilities:** None

**Financial Responsibilities:** The role involves taking cash from students for school trips, etc.

**Physical Resources:** The post holder has some responsibility for the care, accuracy, confidentiality and security of student information.

**Responsibility for People:**

The role involves some direct impact on the well-being of people as a direct result of the tasks/duties undertaken.  
The post holder has a considerable direct impact on the well-being of students/learners.

**Responsibility for Policy Development:**

The post holder will have no direct responsibility for policy development within the Trust, other than contributing in policy consultation.

**Responsibility for Student Outcomes:**

The post holder will have limited direct impact on the educational outcomes of students/learners.  
The post holder has a considerable impact on the educational outcomes of students/learners.

**Working Conditions:**

The post holder works in an office environment and can have minimal exposure to people issues throughout the working day.  
The post holder will work in an allocated section within the school, working on their feet for most of the day. May be required to work in awkward positions (i.e. under tables).

**Main Contacts:**

The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers and external bodies.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** June 2020

**Signature of Post**

**holder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.**