

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	Field Lane J, I & N School
<b>Department:</b>	SEN
<b>Post:</b>	Educational Support Assistant (x2 posts)
<b>Grade:</b>	5
<b>Accountable to:</b>	Headteacher
<b>Responsible for:</b>	N/A
<b>Purpose of Job</b>	
<p>To work on a one to one basis to support pupils with severe autism, social, communication and interaction needs and a pupil with mobility needs due to a diagnosis of spina bifida. Alongside supporting colleagues in class.</p> <p>To support pupils, parents, and teachers, to establish a supportive learning environment in which children make good academic progress.</p> <p>To work under the direction of the classroom teacher regarding all matters relating to the learning support of pupil(s).</p>	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Work one to one with pupils with special educational needs and traits of autism.</li> <li>• Undertake intimate care duties with the pupil you are supporting and support colleagues with other children;</li> <li>• Assist in the delivery of educational work programmes by participating in day-to-day learning activities ;</li> <li>• Discuss with and report back to the teacher on the planning and assessment of the pupil's work;</li> <li>• Organise and maintain the learning environment;</li> <li>• Work as part of a team to ensure that the wellbeing, safety, behaviour and personal development of the children enhances their learning opportunities and life skills;</li> <li>• Maintain confidentiality inside and outside the workplace;</li> <li>• Understand and apply school policies;</li> <li>• Work in the classroom and practical lessons, helping pupils to access different tasks, at the same time encouraging pupils to be as independent as possible;</li> <li>• To re-explain or reinforce activities set by the teacher;</li> <li>• To prompt pupils to ensure that they stay on task;</li> <li>• To act with patience and calmness whilst being fair and consistent;</li> </ul>	

- To report any concerns about the safety or welfare of pupils/students to the class teacher and the Headteacher immediately;
- To attend and make a contribution to meetings as required.

**Batley Multi Academy Trust - Employee Specification**

<b>Post: ESA - SEN</b>	<b>Grade: 5</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential</b>	<b>Method of assessment</b>
<p>The role requires a minimum of 5 GCSEs Grade 4 – 9 (A* – C), or equivalent, including Maths and English</p> <p>Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role</p> <p>Willingness to undertake training related to individual pupils with needs</p>	E	A/I
Experience of working with children	E	A/I
Experience working in an educational establishment	D	A/I
Knowledge of Early Years curriculum	D	A/I

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
<p>Good literacy and numeracy skills</p> <p>Good IT skills</p>	A/I

Effectively communicates and exchanges orally or in writing] information to inform others, including colleagues, pupils and parents/carers	A/I
Works cooperatively as part of a team, taking responsibility for activities as directed  Makes a contribution to working flexibly with colleagues within the team and supports others to achieve shared goals	A/I
Takes a flexible approach to changing priorities or unexpected situations	A/I
Consistently performs to the best of their ability as directed Reflects on performance and is committed to improving services	A/I
Resolves issues and problems with minimum disruption to others	A/I
Recognises the importance of continued professional development	A/I
Works with integrity and professionalism Flexible approach and adapts to change in a positive manner Resilient and able to work under pressure	A/I