

Batley Multi Academy Trust - Job Description

Trust/School Post:	Field Lane J, I & N School
Department:	SEN
Post:	Educational Support Assistant (x2 posts)
Grade:	5
Accountable to:	Headteacher
Responsible for:	N/A
Purpose of Job	
<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>	
Responsibilities	
<ul style="list-style-type: none"> ● Work one to one with pupils with special educational needs and traits of autism. ● Undertake intimate care duties with the pupil you are supporting and support colleagues with other children; ● Assist in the delivery of educational work programmes by participating in day-to-day learning activities ; ● Discuss with and report back to the teacher on the planning and assessment of the pupil's work; ● Organise and maintain the learning environment; ● 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; ● Maintain confidentiality inside and outside the workplace; ● Understand and apply school policies; ● 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; ● To re-explain or reinforce activities set by the teacher; ● To prompt pupils to ensure that they stay on task; ● To act with patience and calmness whilst being fair and consistent; 	

- 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

Post: ESA - SEN	Grade: 5
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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.

Qualifications, Skills, Experience	Essential	Method of assessment
The role requires a minimum of 5 GCSEs Grade 4 – 9 (A* – C), or equivalent, including Maths and English Willingness to undertake training to develop skills and knowledge in order to take a proactive and supportive role Willingness to undertake training related to individual pupils with needs	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

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