

JOB DESCRIPTION	
<b>JOB TITLE:</b>	<b>Education Assistant</b>
<b>ACCOUNTABLE TO:</b>	<b>Department Manager</b>
<b>HOURS:</b>	32.5 hours per week; term time only 39 weeks per year including 5 INSET days 6 weeks paid holiday
<b>CONTRACT:</b>	Permanent
<b>JOB PURPOSE</b>	To work as part of a dynamic support team to undertake learning/support programmes to enable learners to access the curriculum under the instruction/guidance of teachers/therapists and the department manager and co-ordinator. Work may be carried out in the classroom or outside the main teaching area including offsite visits, home tuition, hospital support and incorporates the support of physical and complex medical needs.
MAIN DUTIES & RESPONSIBILITIES	
<p>The post holder will be expected to use good common sense and initiative in all matters relating to:</p> <ul style="list-style-type: none"> <li>• The safety, mobility, hygiene and wellbeing of the learners within the manual handling guidelines.</li> <li>• Promote standards of care according to current protocols.</li> <li>• Support inclusion in the classroom, ensuring all learners feel involved with tasks and activities.</li> <li>• Actively encourage learners to act as independently as possible, encouraging them to fulfil their individual potential and promoting their self-esteem.</li> <li>• Provide feedback to learners in relation to their progress and achievements under guidance from the teacher.</li> <li>• Act as a link worker to learners, supporting and advocating on their behalf, meeting the learners' needs in a way that recognises their opinions and wishes; participate in daily handovers.</li> <li>• Respect and value a learner's individuality and maintain dignity and respect at all times.</li> <li>• Follow hands on information for learners to ensure behaviour, personal care, postural management, sensory needs, eating &amp; drinking guidance, use of switches, therapy plans, communication, mobility, daily health care (including gastrostomy feeds &amp; preparation and/or giving a variety of medications after assessment) etc. to ensure the learners welfare and social needs are met.</li> <li>• Establish and maintain constructive relationships with parents/carers/support workers using appropriate methods of communication.</li> <li>• Undertake structured learning activities, adjusting these according to each learner's response.</li> <li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use.</li> </ul>	

- Support the use of ICT in the curriculum.
- To assist with the development, planning and implementation of personal progress plans under the direction of the teacher; provide daily feedback
- To support and be aware of learners learning in the wider curriculum e.g. outings, swimming, riding etc. as directed by appropriate staff.
- By agreement, support home tuition as required.

### GENERAL

- Contribute to and promote the overall ethos/work/aims of the school.
- Be aware of, and comply with, policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain effective working relationships with other staff.
- Appreciate and support the role of other professionals.
- Provide clerical/admin support to teacher e.g. photocopying, typing, filing, collection of money.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in training and developmental activities as required.
- Provide support for school events e.g. school plays and events.
- Following successful probation, participate in the appraisal system.
- To conduct oneself in a professional manner at all times.
- To attend all relevant training. This may include medical interventions as required by individual learners.

### SALARY & INCREMENTS

Your starting salary will be £13,909.27 (SCP 3). Following successful completion of your probation, your salary will increase to £14,256.46 (SCP 4). Once your probation is complete, you will receive a competency handbook to work through and have your initial appraisal meeting. On successful completion of the handbook and your first annual appraisal, you will be eligible to move to SCP 5 £14,603.66, at which point your job title will change to Specialist Education Assistant (SEA). After this, at each successful annual appraisal, you will move up one scale point until reaching the maximum, SCP 10, £16,339.61.

If you demonstrate sufficient skills at interview and have relevant prior experience, your starting salary will be £14,256.46 (SCP 4) and you will receive a competency handbook to work through. Following successful completion of your probation and the handbook, your job title will change to Specialist Education Assistant (SEA) and your salary will increase to £14,603.66 (SCP 5). After this, at each successful annual appraisal, you will move up one scale point until reaching the maximum, SCP 10, £16,339.61

*This job description is not exhaustive and is intended only to highlight the core duties and responsibilities.*

<b>PERSON SPECIFICATION – EDUCATION ASSISTANT</b>		
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Having a basic understanding of the care and support needs of people with physical disabilities and respecting them as individuals		✓
Experience of working with children and/or adults with disabilities		✓
Good basic understanding of Maths, English, IT and technology	✓	
Basic understanding of how children learn and develop		✓
<b>SKILLS AND ABILITIES</b>		
Able to support children and young adults to participate in a range of activities		✓
Be able to work constructively as part of a team, understanding your role and responsibilities within the team	✓	
Good written and verbal communication skills	✓	
Willing to participate in on-the-job development and training opportunities and, within 6 months, to have passed assessments to include feeding via gastrostomy, epilepsy management, administration of medications and using augmentative communication aids and other basic forms of communication	✓	
Willing to attend specific training identified by the school to meet the changing needs of the pupils	✓	
<b>QUALITIES</b>		
Physically able to undertake daily manual handling of children and young adults, including pushing wheelchairs, standing frames and use of other equipment	✓	
Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young adults with complex needs	✓	
Ability to relate well to children, young people and adults	✓	
Able to work under pressure	✓	