

## JOB DESCRIPTION



<b>Job Title:</b>	Education Specialist
<b>Contract:</b>	Bank Staff / Contract
<b>Salary:</b>	£25 - £35 per hour
<b>Location:</b>	To be confirmed upon placement
<b>Line Managed by:</b>	Education Coordinator

### **Main Purpose of the Role**

The purpose of this role is to deliver bespoke, student-centred programmes to each student you are placed with, helping them to overcome their barriers to learning as well as securing their physical, intellectual, emotional and social development, with the end goal being to prepare them for successful integration back into education or employment.

### **About the Company**

Fresh Start in Education is a leading provider of specialist academic, emotional, and social support for vulnerable children, young people and young adults who struggle to or who cannot access education. The company provides one-to-one holistic and bespoke support packages for its students to overcome their barriers to learning with the aim of facilitating successful transitions into either education, apprenticeships, or employment.

### **Summary:**

As an Education Specialist, you would be responsible for planning and delivering 1:1 sessions with your students each week, centring their learning experience around their specific needs and interests. You will also be responsible for investing in your student's social, emotional and physical development ensuring that every aspect of their needs are being met. Monitoring and reporting on your student's progress, as well as any safeguarding matters will also be a key aspect of your role.

Sessions will take place in either the student's home or other suitable locations assessed and approved by the company, therefore having access to either your own car or good public transport links is essential for this role. Sessions can vary between 2-5 sessions per week, being 3-5 hours in length, depending on the specific needs of your student, therefore you will be required to have at least two consistent days available per week.

**Duties and Responsibilities include:**

- planning and delivering one-to-one sessions based on each student's educational targets, which are harmonised with the student's interests and sometimes complex needs
- using the company's online reporting system to evidence learning and assessments, and to provide reports and risk assessments
- demonstrating your commitment to safeguarding in your work with your student as well as yourself.
- communicating regularly and effectively with your line manager
- abiding by Fresh Start in Education's policies and procedures
- completing ongoing training as required as part of your ongoing CPD

**Person Specification****Essential Criteria**

- GCSE Math and English – grade C and above or equivalent.  
(A higher qualification or training in Education/Special Educational Needs is desirable.)
- Excellent command of the English language (spoken and written).
- Exceptional interpersonal and communication skills.
- Computer and IT proficient i.e. experienced in using Microsoft Teams.
- Breadth and depth of experience of SEND across a wide range of settings.
- Understanding of effective (SEN) engagement and teaching strategies.
- Excellent understanding of Safeguarding vulnerable young people.
- Skilled in developing and maintaining relationships with students, parents and carers alike.
- Experience of academic programme development and delivery specifically tailored to under achieving students and those with barriers to learning.
- Creative problem-solver with strong administration skills.
- Person-centric with an engaging and friendly personality.
- Intuitive, insightful and emotionally resilient and mature.
- Ability to work independently and as part of a team.
- Highly organised, proactive with strong attention to detail.
- Committed to ongoing learning and personal/professional development.

**To be considered for this role you will need to have:**

- the Right to Work and remain in the UK.
- an enhanced DBS certificate (if not, you will need to apply for a new one if successful).
- excellent communication skills and a good command of the English language, both written and spoken.
- a minimum of 2 years' professional experience working with vulnerable children or young people.
- experience supporting students with additional needs such as Autism, GDD, ADHD and/or SEMH.
- experience establishing safe and professional relationships with vulnerable students along with their carers and/or family members.

## Competencies

### **Collaboration and Teamwork**

Work co-operatively with your Education Coordinator and other Education Specialists, contributing to positive outcomes. Facilitate a work environment that promotes the overall wellbeing of your student, demonstrating your commitment to their development and future. Be an ambassador for your student as well as Fresh Start in Education. Inspire and encourage others. Set clear boundaries. Show understanding and awareness of other's needs and responsibilities. Be curious and confident to ask for support as well as giving support to others.

### **Communicating with others**

Communicate effectively with others, particularly your Education Coordinator. Listen to guidance and be open to give and receive feedback. Demonstrate confidence to check understanding as well as providing information to others. Use the most appropriate means of communication for the situation and people involved. Accurately make note of, log and pass on information when necessary. Show a commitment to effective communication.

### **Upholding ethics and values**

Uphold and put into practice the company's values. Act with complete integrity, authenticity and trustworthiness. Act as a role model for students, demonstrating professionalism in communication and manner. Holds staff to account for unacceptable behaviour.

### **Organisation and Planning**

Plan and prepare effective lesson plans centred around the needs, interests, triggers and behaviours of each student. Anticipate and adjust quickly to frequent changes or setbacks. Prepare variations of content and dynamically evaluate lessons, resources and current state of the student. Differentiate instructional methods and assessment for students. Demonstrate resilience, calm when under pressure, and ability to respond quickly and appropriately to a challenge.

### **Teaching and Engagement**

Demonstrate a deep understanding of and passion for subjects taught. Show an ability to scaffold learning and differentiate instruction to accommodate different learning styles, abilities and backgrounds. Evidence commitment to staying updated on best practice and improving one's own professional development. Demonstrate holistic and person-centred engagement strategies, supporting the student's social, emotional and academic development.

## **Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.

## **Safeguarding**

Our company is founded on safeguarding principles, and this is evident not only throughout our policies and procedures but is demonstrated through our staff's dedication and commitment to keeping children safe.

The recruitment process shares and reflects this ethos, and due to the stringent and rigorous checks implemented, we ensure that only the most suitable candidates will be considered. The checks include:

- employment and character reference checks
- enhanced Child and Adult DBS checks
- teacher checks
- ID, Right to Work and proof of address checks
- validation of UK and international qualifications and training
- International Police Checks (if applicable)

### **Benefits**

Fresh Start in Education Ltd. believes in investing in its staff and wants to make working for the company an enjoyable and rewarding experience. So, as well as being a part of a national team of specialists, you would benefit from:

- Competitive hourly rate - £25 - £35 per hour
- Additional £15 per session available to use for resources and activities
- Subsidised travel and refreshments
- Free wellbeing and counselling service
- Discounts and savings vouchers for high street and online shops, cinemas and gyms
- CPD & training opportunities throughout the year
- Length of service awards
- Facebook forum
- £110 overnight allowance if staying away

### **Travel**

For fuel expenses, Fresh Start in Education pays 45p per mile after the first 30 miles of a round trip each day. The company also contributes to public transport expenses by paying additional costs to standard forms of travel after the first £10.

### **Contract**

This position involves engaging with us as a Worker, to provide short-term provisions as and when they arise. You will need to be available to deliver a minimum of two consistent weekly sessions between Monday – Friday 9am – 4pm. Each session is a minimum of 3 hours in length. You will work through a contract for service and will be paid via PAYE. You will be set an hourly rate (between £25 - £35\*). We cannot guarantee a set amount of work for a set period of time. Our insurance covers the work you do for us.

\*Please note this rate is inclusive of holiday pay and preparation and reporting time. If working as a support in a 2:1 placement, you will not be required to prepare or write reports and therefore your hourly rate will be adjusted to reflect this.

## **Equal Opportunities**

We are committed to ensuring equal opportunities for all staff and clients. Fresh Start aims to provide a working environment in which staff can realise their full potential and participate in successful work practices irrespective of their protected characteristics and or socio-economic background, or membership or non-membership of a trade union. We are committed to identifying and eliminating discriminatory practices, procedures and attitudes. We also expect staff to support this commitment and to assist in its realisation in every way possible.

## **Applying**

In line with the statutory guidance Keeping Children Safe in Education (KCSIE 2024), all candidates must pass our strict processes to ensure their suitability to work with children and young people before being considered for work with us. As part of our commitment to safer recruitment, shortlisted candidates will undergo thorough background checks and additional online searches will be conducted. Due to the nature of this position you're required to fully disclose spent, unspent and protected convictions, cautions, reprimands and warnings.

## **Probation and Appraisals**

Lesson observations and reviews are carried out to provide Education Specialists with feedback and the opportunity for development both personally and professionally.

*At Fresh Start in Education Ltd., our entire recruitment process is centred around Safeguarding and Child Protection. Therefore, all successful candidates undergo thorough pre-employment checks, referencing checks as well as enhanced Child and Adult DBS checks.*

### Qualified Teacher rates £28.00 to £35.50 per hour

(In order to be considered for this pay rate you must provide satisfactory evidence of a recognised teaching qualification for mainstream education within the United Kingdom.)

Pay Scale	Details	Hourly Rate
<b>Q1</b>	Between 2 – 9 years' SEN experience	<b>£28.00</b>
<b>Q2</b>	Between 10 - 15 years' SEN experience	<b>£30.50</b>
<b>Q3</b>	Between 16 – 19 years' SEN experience	<b>£33.50</b>
<b>Q4</b>	20 years + SEN experience	<b>£35.50</b>

\*Note: All rates are inclusive of £3.50 per hour paid towards planning and reporting. The quoted rate also includes 12.07% holiday pay which is paid on completion of each assignment. An additional £15 per session is made available to you for resources and activities, plus allowances towards mileage, public transport, and refreshments.

### Unqualified Teacher rates £25.00 to £30.60 per hour

Pay Scale	Details	Hourly Rate
<b>UQ1</b>	Between 2 – 9 years' SEN experience	<b>£25.00</b>
<b>UQ2</b>	Between 10 - 15 years' SEN experience	<b>£26.50</b>
<b>UQ3</b>	Between 16 – 19 years' SEN experience	<b>£28.00</b>
<b>UQ4</b>	20 years + SEN experience	<b>£30.60</b>

\*Note: All rates are inclusive of £3.50 per hour paid towards planning and reporting. The quoted rate also includes 12.07% holiday pay which is paid on completion of each assignment. An additional £15 per session is made available to you for resources and activities, plus allowances towards mileage, public transport, and refreshments.