

Job Description & Person Specification

Job title	Education Support Worker
Directorate	Victoria Education Centre
Reports to	Education Team Leader
Supervises	N/A

Purpose of the Job

Under the direction of the Class Teacher and in conjunction with the Education Team Leader, to provide support to students in the Centre during the school day.

To ensure continuity and stability for students, this role may involve being assigned to an individual student.

Main Duties

1. Support students' in or outside the classroom throughout the school day, in a range of subjects and activities such as reading, maths, ICT, PE, Swimming etc.
2. Prepare classroom as directed for lessons, and clear afterwards. Provide administration support to the Teacher and Senior Teaching Assistant as required, such as photocopying, filing, typing of data, etc. and assist with the display of students' work.
3. To support the use of ICT effectively in the classroom and develop student's competence and independence in its use.
4. Establish good working relationships with students, acting as a role model and setting high expectations.
5. Promote and reinforce student's self-esteem, social development and independence, encouraging students to interact with others and engage in activities.
6. Manage student behaviour in line with the Centre's policy and ensure incidents are reported in the agreed school format.
7. Be aware of and assist with the implementation of students' Individual Learning Plans.
8. Support students' in their physical, emotional and educational development. Provide direct care to all young people in line with agreed standards of care, i.e. Physical care, personal hygiene, feeding and meeting medical needs as required (after appropriate training and support). This may include washing, feeding, toileting and assisting with changing during swimming lessons.
9. Assist and support students with therapy needs as directed by the Therapists, including Physiotherapy, Occupational Therapy and Speech Therapy. This may include assisting with hydrotherapy and swimming sessions.

Job Description & Person Specification

10. Assist with feeding students at lunchtimes (including gastronomy feeds) and supervising students during lunch and break times, assisting with appropriate play activities whilst ensuring safety at all times.
11. In conjunction with therapy staff, follow moving and handling guidelines in assisting students with personal care, feeding and lunchtime activities.
Please note that as we sit outside of the NHS we have our own policies and procedures relating to moving and handling which will require some lifting of students.
12. To support students' learning in the wider curriculum, this may include visits and trips out of school as required. There may also be opportunities to accompany students on residential trips outside of normal working hours.
13. Follow the Centre's Safeguarding procedures for reporting any change in students physical, emotional or behavioural condition, any accident or unusual incidents, any serious problems that may arise and any matter of concern expressed by the student whether physical, emotional or spiritual.
14. Participate in staff group meetings and others as required.
15. To establish and maintain good working relationships with colleagues, professionals, both within the Centre and those visiting.
16. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.
17. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

Working Relationships:

Internal- Teachers, Teaching Support Staff, Residential team, Catering team, Therapy team, Physical Activities team, Administration team.

External- Parents, Social Services, external consultants, contractors and agencies.

Job Description & Person Specification

Person Specification

Essential Experience

Qualifications:

- Literate and Numerate with ICT skills.
- (Level 1 English, Maths and ICT or willingness to achieve).
- Up to date Moving & Handling certificate.

Knowledge:

- Ability to build and maintain successful relationships with students, treating them consistently with respect and consideration.
- Awareness and basic understanding of the National Curriculum.
- Effective use of ICT in the classroom.
- General awareness of health, safety and welfare issues.

Experience:

- Experience of working effectively in a team.
- Experience of providing personal care as relevant to the students' needs.
- Experience of working with students with a range of learning and communication needs.

Technical/Work based skills:

- Good ICT skills.
- Physically able to undertake Moving & Handling activities.
- Knowledge of Makaton and other communication aids.

General Skills and Attributes:

- Able to communicate clearly to other professionals and parents.
- Able to attend work punctually and reliably.
- Able to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Ability to commit to students' rights to independence, choice, dignity and self-respect.
- Able to adapt own approach in accordance with pupil needs.
- Able to understand or develop a greater understanding of the needs of young people with a disability.
- Able to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.
- Ability to understand, maintain and respect confidentiality issues at all times.

Job Description & Person Specification

- Understanding of, and commitment to, the principles, ethos and Christian values of Livability.

Desirable Experience

Qualifications:

- Level 2 / 3 Diploma in Supporting Teaching & Learning (or equivalent with relevant educational content e.g. NVQ 3/or relevant Degree), or willingness to achieve.
- Level 2 English and Maths and ICT, or equivalent, or willingness to achieve.

Knowledge:

- Working knowledge and understanding of principles of child development and education within a special school environment.
- Supporting students with physical, communication and learning difficulties in the classroom.

Experience:

- Experience of working with children/young people with disabilities
- Experience of working within a multi-disciplinary team.

Technical/Work based skills:

- Level 1 or above in ICT.

General Skills and Attributes:

- Able to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.
- Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.

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This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

Safeguarding

Livability is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

Equality and diversity

Livability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livability aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Christian ethos and values

The post holder must carry out all duties in a manner which is consistent with Livability values which are based on an inclusive Christian ethos.

Policies and procedures

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

Confidentiality

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

Health and safety

The post holder must be familiar with Livability Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

For further information or if you have any questions, please contact:

Recruitment@victoria.poole.sch.uk

Name

Signature

Date