



West Heath School
Ashgrove Road
Sevenoaks
Kent TN13 1SR
T 01732 460553
F 01732 456734

Principal & Chief Executive: James Nunns

Job Description – Associate Teacher (EOS)

Reports to: EOS Lead

Location: West Heath School – Sevenoaks

Salary: £22,000

Hours: Term time only (39 weeks) 8.00am-4.00pm Monday-Friday

Main Purpose of the role:

Contribute to the academic, emotional, social and physical development of West Heath students within a unique but successful department delivering the designated school curriculum in an offsite environment.

Main Duties and Responsibilities:

- Support designated EOS students with their educational needs.
- Required to support students at their designated offsite provisions
- Responsible for the collation of offsite Risk Assessments pertaining to those students working offsite
- General Administration duties including: record keeping, Filing, Photocopying, Student evaluation reports
- Close liaising with students and Parent/ Guardian's to discuss work, behaviour and progression
- To contribute and lead areas of development in programmes, facilities, services, learning materials and the management and supervision of student visit
- Responsible for ensuring the behaviour and safeguarding, Health & Safety of designated students ensuring school protocols are adhered to
- Fully participate in all training activities to support your career development
- Actively contribute to staff and department meeting
- Responsible for managing staff
- To Deputise for the EOS lead when offsite, providing support and direction to staff

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required
- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by your Line manager
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified
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Qualifications and experience required for this role:

See - Person Specification



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PERSON SPECIFICATION

| Requirement | Essential | Desirable | Testing Method |
|-------------------------|---|--|---|
| 1. Qualifications | GCSE's in English and Maths or equivalent | NVQ L3 Certificate or equivalent qualification | Certificate Application form |
| 2. Experience | Good understanding of students educational needs offsite/onsite | Experience in SEN or similar role | Application form Interview |
| 3. Knowledge and skills | Professional relationships with staff & students | Teaching in similar role | Application form Interview questions Presentation |
| 4. Competence | Flexible, use initiative, confident lone working | | Interview questions Presentation |
| 5. Personal Qualities | Confident, outgoing, personable and resilient | | Interview questions Presentation |
| 6. Other | Full Driving License and access to own car | | Document verification |

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

Signed:.....
(Employee)

Date:

Signed:.....
(Line Manager)

Date:.....

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.