

Level 3 or 4 ASD Co-educator

Job description

Grade/Incentive Point: Scale 4 – 5 (dependent on experience)

Responsible to: Director of SDD

Responsible for: -

Hours: 35 hours per week. Term time only.

Salary: Approximately £25,130 - £28,705

(£29,346 - £32,931 full time equivalent)

**Purpose of the job**

To work alongside teachers and other co-educators to provide support for specifically identified students, including those from our autism provision, aimed at raising student achievement and enhance life chances.

Every member of staff at JRCS has a vital part to play in the success of the School. The Staff Handbook clearly explains our policies and procedures but the list below outlines in a summary form the main duties and responsibilities of this role

**Main activities**

* Develop positive and productive relationships with students and actively promote the inclusion of all students.
* Develop positive relationships with the families concerned
* Work in a variety of ways to support student achievement, including in class support, 1:1 tutorials, leading the teaching with small groups, and meeting parents
* Keep a log of the work carried out, and be able to contribute to the SEN review process
* Carry out appropriate administrative tasks relating to the post
* Carry out any specific role delegated to you by the Headteacher or line manager, as appropriate to this post

Student Development Department INSET will be delivered as part of an ongoing package of support.

Post-holders are not expected to perform maintenance tasks beyond their own capabilities without training and should be aware of Health and Safety considerations at all times.

**Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**Conditions of Employment:**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body
* To uphold the school’s policy in respect of child protection matters
* Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
* The post holder may be required to perform any other reasonable tasks after consultation
* This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
* This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
* Staff will be expected to participate in the school’s staff appraisal scheme.

**Person Specification**

**Experience and qualifications:**

* Undertaken training relevant to the post (D)
* Commitment to updating professional skills (E)
* Evidence of expertise and success in the comparable and relevant areas (E)
* Good level of education to include GCSE English and Maths (E)

**Professional ‘know how’**

* Demonstrates a sound understanding of the knowledge required to carry out the duties described   
  in the job description (E)

**Personal qualities**

* Hardworking (E)
* Good sense of humour (E)
* Good self-management skills, including the ability to plan one’s time effectively (E)
* Able to work as part of a team (E)
* Enjoys working in new and challenging situations (E)
* A high level of personal integrity and probity (E)
* Ability to be flexible (E)
* Ability to work independently and use own initiative (E)

E - Essential

D - Desirable

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours; and
* attitudes to use of authority and maintaining discipline

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

***The Selection Panel will be looking for evidence in your application form and personal statement of your strengths and abilities in relation to the criteria set out in this person specification.***