JOB FAMILY – Teaching & Learning Support

Job Name	Educational Assistant
Job Code	TLS03/01
Job Summary	• To actively support all students to a balanced school curriculum • To support department by taking on practical roles of responsibility for administrative, managerial and auditing activities • To join and work cohesively within a highly motivated and professional group of teachers • Linking and communicating effectively with support staff
Main Accountabilities	Support for Learning and Teaching • Assist in the educational and social development of pupils • Assist in the implementation and planning of Individual Education Programmes for students and the monitoring of students' academic progress • Support students in mainstream classes including all academic subjects and all aspects of PE including swimming and field sports • Assist students to access the curriculum safely. Matters relating to health and safety ultimately remain the teachers' responsibility • Assisting the teacher/teachers to prepare teaching resources • Assist in the maintaining of student records • Support students with emotional/behavioural problems and help develop their social skills/behaviours, including the implementation of behaviour modification programmes when required • Provide support for individual students inside and outside the classroom, including supporting access to camps, educational visits and whole school activities, to enable students to fully participate in activities • Assist students with personal care needs e.g. toileting, changing clothes • Monitor students' responses to learning tasks through a range of assessment activities, providing feedback to teachers • Liaison with the Class Parent Representatives • Taking an active part in the weekly EA meetings and training sessions to develop skills • Participating in school wide meetings and initiatives where appropriate • Attending professional development sessions and staff meetings when required • Assisting with playground duties Administrative Duties • Prepare and present displays of students' work: teachers will make professional decisions in determining what material is displayed • Support teachers in photocopying and other tasks in order to support Learning and Teaching • Undertake other duties from time to time as the teachers/managers require including: Collecting money; Copy typing and Inputting student data; Producing class lists; Record keeping, Filing; Collating material; Stocktaking; Cataloguing, preparing, issuing and maintaining equipment and materials and Ordering supplies and equipment Standards and Quality Assurance • Support the aims and ethos of the School and Department by

	behaviours which display concern for the student as a whole person, tact, discretion, confidentiality and the willingness to work as a member of a team • Set a good example in terms of dress, punctuality and attendance • Work collaboratively with teachers • Attend team and staff meetings as requested • Undertake professional duties that may be reasonably assigned by the Manager or School Principal • Recognise and respond effectively to equal opportunities issues as they arise, following relevant policies and procedures
Typical reporting relationship	Department Head
Minimum typical education	At least 2 years GCSE (pass A-C) or equivalent in Maths and English At least level 2 of the English national qualifications framework
Minimum typical experience	Relevant experiences in schools is preferred but not essential
Core Professional/Technical Competencies required	Abilities • Build and maintain successful relationship with students, treat them consistently, with respect and consideration, and are concerned for their development as learners • Fluent in English • Ability to work effectively with individual students, small group and whole classes under the direction and supervision of a qualified teacher • Contribute to a range of teaching and learning activities Knowledge • Sufficient knowledge, expertise and awareness of students' social, emotional and learning needs to work effective with teachers as part of a professional team
Core Soft/Transferable Competencies required	• collaborative/team player • communication • use of initiative • customer service • keeping commitments • work standards
Development/Training to support role competencies	Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process Relevant courses To be negotiated as part of the PRD plan