

## JOB FAMILY – Teaching & Learning Support

Job Name	Educational Assistant – Special Education Needs
Job Code	TLS01/04
Job Summary	To support learning diversity teachers and secondary/primary teachers in the day-to-day teaching and learning of students with individual learning needs. This includes English as an additional language (EAL) and special educational needs (SEN). The role requires a native level of fluency in the English language.
Main Accountabilities	<p>The roles and responsibilities will include, but not necessarily be limited to</p> <p><u>Classroom roles &amp; responsibilities</u></p> <ul style="list-style-type: none"> <li>• Working collaboratively with learning diversity teachers and secondary/primary teachers to support student learning</li> <li>• To work with SEN and/or EAL in the classroom in liaison with the LDT teacher and classroom teacher</li> <li>• Develop students' independent learning skills and self esteem</li> <li>• Helping students to concentrate on and finish work set</li> <li>• Clarifying and explaining instructions</li> <li>• Meeting physical needs as required whilst encouraging independence</li> <li>• Establishing supportive relationships with students</li> <li>• Assisting students to meet their individual learning targets</li> <li>• Assisting the teachers to prepare teaching resources</li> <li>• Assisting the learning support teachers with administrative tasks</li> </ul> <p><u>Other roles and responsibilities</u></p> <ul style="list-style-type: none"> <li>• Taking an active part in the weekly EA meetings and training sessions to develop skills</li> <li>• Attend LDT meetings and subject meetings where required</li> <li>• Participating in school wide meetings and initiatives where appropriate</li> <li>• Attending professional development sessions and staff meetings when required</li> <li>• Assisting with playground duties or lunchtime support sessions</li> </ul>
Typical reporting relationship	Learning Diversity Team Coordinator
Minimum typical education	<p>A least 2 years GCSE (pass A-C) or equivalent in Maths and English</p> <p>At least Level 2 of the English national qualifications framework</p>

Minimum typical experience	Relevant experiences in schools is preferred but not essential
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> <li>Build and maintain successful relationship with students, treat them consistently, with respect and consideration, and are concerned for their development as learners.</li> </ul> <p><u>Fluent in English</u></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>Sufficient knowledge, expertise and awareness of students' social, emotional and learning needs to work effective with teachers as part of a professional team</li> </ul>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> <li>collaborative / team player</li> <li>communication</li> <li>use of initiative</li> <li>customer service</li> <li>keeping commitments</li> <li>work standards</li> </ul>
Development / Training to support role competencies	<p><u>Development activities</u></p> <p>To be negotiated as part of the performance management process</p> <p><u>Relevant courses</u></p> <p>To be negotiated as part of the performance management plan</p>
Notes:	

**Confidential**