

Parkwood Hall Co-operative Academy

Job Description – Education Support Assistant

Name:

Responsible to : Snr ESA

Responsible for : N/A

Key Tasks: To support students ensuring that they are able to participate in activities and education in the classroom, in residential areas and out in the community.

To provide a safe environment, emotionally and physically, for the students within the guidelines and procedures of Parkwood Hall Co-operative Academy.

MISSION STATEMENT

' Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'

" Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body

SPECIFIC RESPONSIBILITIES

- To have a sound knowledge of the school's child protection procedure. To be aware of the signs and symptoms of abuse and report any suspicions including malpractice.
- To be a good role model setting an example to the students.
- To provide a safe environment: emotionally and physically which will require the need to monitor the behaviour of others.
- To provide specific support, assistance and personal care as required by students.
- In an emergency to support a student in travelling to and from home or hospital and to supervise if unwell.
- To help train students in particular tasks of personal hygiene, which may involve intimate care.

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- To support colleagues in the implementation of behaviour management following careful guidelines as required.
- To liaise with fellow professionals in the school in order to maintain continuity of support for students.
- To play an active role in encouraging children and young people to progress towards independence and self care.
- To collaborate on, and contribute to the planning and implementation of programmes aimed at fostering student development.
- To promote those activities that meet the needs of the young people at Parkwood Hall Co-operative Academy.
- To foster a sound multi-disciplinary approach through good communication both internally and externally.
- To take a full part in supervision sessions.

GENERAL RESPONSIBILITIES

To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal, Deputy Principal or Assistant Principal/ Residential Education.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

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SignedPostholder

SignedPrincipal

Date

Person Specification

Competency – We look for evidence that you have these qualities:

1. Experience of working with children or young people.
2. Experience in Special Needs Education, Early Years Education or care setting with children
3. Hold a relevant qualification at NVQ level 3 or be willing and able to begin working towards such a qualification within 3 months of taking up this post.
4. A basic knowledge of children’s rights and to be able to advocate for the students if necessary, with support from senior colleagues.
5. An understanding of, and the ability to foster positive relationships with children with special needs in order to support individual students and enhance their learning and social development.
6. An ability to work as a member of a team - displaying flexibility, enthusiasm and a positive caring attitude.
7. A creative and solution focussed approach to challenges.
8. Able to use your own initiative whilst continuing to operate within guidelines, procedures and protocol.

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9. Commitment to work within and maintain an anti-discriminatory framework.
10. Determination to gain a knowledge and understanding of whole school policies, procedures and standards and to be willing and able to enforce them in a consistent manner.
11. Good communication skills, using a range of techniques and language as appropriate.
12. Ability to competently carry out instructions and procedures as directed by line managers or other involved professionals.
13. Commitment to support education staff in the implementation of speech and language programmes under the direction of the speech and language therapist.
14. Awareness of and sympathetic to specific individual student behaviour management strategies with support from line managers.
15. Able to ensure clear record keeping and communication with colleagues.
16. To have an awareness of the plans and targets for each student on the house, on a daily/weekly basis and know the role expected in supporting these plans.
17. To participate in school-based INSET or other external training courses as relevant.
18. To be involved in rota duties and school visits as required by the Principal, Deputy Principal or Assistant Principal Residential Education.
19. To support the whole school performance management system.