



Job Description and Person Specification

Job title	Educational Support Assistant
School	Parsons Down Partnership of Schools
Salary Grade	B
Reports To	Headteacher
Supervises	N/A

JOB PURPOSE

To work under the direct instruction of the teacher/HLTA to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

This job falls within the definition of regulated activity – post holders will be required to have an Enhanced DBS check and Barred List check.

MAIN DUTIES AND RESPONSIBILITIES

Pupil support

- Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils, ensuring their safety and access to learning
- Establish good relationships with pupils, being aware of and responding appropriately to individual needs
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Ensure that equal opportunities, bullying or harassment issues are dealt with appropriately as they arise in conjunction with the teacher/teaching assistant team
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds



MAIN DUTIES AND RESPONSIBILITIES

Teacher support

- Work with individuals or small groups under the supervision of the teacher, in the classroom or outside the main teaching area
- Prepare classroom as directed for lesson and clear afterwards
- Assist with the display of pupil work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Gather and report information from parents/carers as directed
- Provide clerical/administrative support – e.g. photocopying, filing, data input, collecting money etc.

Curriculum support

- Support pupils to understand instructions
- Support pupils in local and national learning strategies as directed by the teacher
- Support pupils in using basic ICT
- Prepare and maintain equipment and resources as directed, and assist pupils in their use

Support for the school

- Promote the welfare of children and support the school in safeguarding children through child protection policies and procedures
- Be aware of and comply with policies and procedures relating to security, confidentiality, and data protection
- Contribute to the overall work, ethos and aims of the school
- Attend relevant meetings as required
- Participate in training and other learning and development activities
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Seek help, advice or guidance as necessary
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others
- Promote equality as an integral part of the role, treating everyone with fairness and dignity

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the teacher or headteacher.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.



PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
First Aider qualification	Desirable
Experience	
Experience of working with or caring for children of relevant age	Essential
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Skills and abilities	
Good literacy and numeracy skills	Essential
Ability to use office equipment, including computers, photocopiers, cameras, videos, printers etc	Essential
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Ability to communicate effectively with children, parents and other staff	Essential
Ability to motivate and encourage pupils	Essential
Work-related personal qualities	
Actively enjoys working with children and is sympathetic to their needs	Essential
Professionally discreet and able to respect confidentiality	Essential
Flexible approach to tasks	Essential
Willing to work constructively as part of a team	Essential
Other work-related requirements	
Willingness to participate in a general TA induction programme and other training	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential