

# Job description

## Job title

Educational Assistant

## Hours

34.5 hours per week Term Time Only

39 weeks worked with pro rated holiday entitlement added to salary

## Contract

Permanent

## Role profile and grade

TA10 – Grade 1, Point 1

## Salary

Full time equivalent £26,230.00

Pro rated £21,101.62

## Location

Inscape House School, Cheadle

## Reports to

Assigned Reporting Manager

## Job purpose

The purpose of the role is to support the learning and care of pupils across the school, under supervision and guidance of teachers and therapists. Safeguarding children and vulnerable people is a priority for all employees.

## Nature of the post

Inscape House School is a specialist school for children with autism and related conditions, based on the Together Trust Campus in Cheadle. The school has a broad and balanced curriculum incorporating the National Curriculum with an emphasis on the development of social, communication and personal skills as set out in the Inscape House School Teaching and Learning Policy. The post holder will work with teachers and therapists in assisting the delivery of the curriculum and in the care of the pupils. In addition, the postholder will be required to participate in other activities within the school including supervision of play and lunchtimes.

The day-to-day deployment of all Educational Assistants is the responsibility of the Deputy Heads. They have oversight of their activities but day to day management is delegated to the person leading the class (when an assistant is working as part of a class team).

Educational Assistants are appointed to the school and will, following consultation, be deployed as either class or school assistants. Usually this will take place at the beginning of the school year but this may be changed as required to meet the needs of the school.

As part of the Together Trust Education Service staff team, including teachers, college tutors, speech and language therapists, assistants and other professionals, the postholder will be expected to participate in the life of the school and support the ethos of the Trust and Inscape House.

In respect of the general responsibilities as an employee you the Trust the postholder will be required to:

- Promote a positive image of the school and the Trust at all times.
- Be aware of and follow the relevant policies and procedures.
- Maintain confidentiality for all areas of the post.
- Take responsibility for the promotion of safeguarding and the welfare of children and young people for who they are responsible for.
- Cooperate with the Together Trust staff in maintaining harmonious interpersonal relations.

- Perform any duties as may reasonably be required by the Trust, or as requested by the postholder's line manager and other senior managers.

## Key responsibilities

In common with other assistants in the school, the postholder will be required to be an active part of a class team and provide assistance with the delivery of the curriculum under the guidance of and in consultation with teaching and therapy staff, including activities such as:

- Taking responsibility for the supervision of a group of children in a given activity,
- Contributing to assessment through observation and recording of assessment data,
- Contributing to the pupil IEP's and support plans,
- Recording incidents and achievements on the school MIS system,
- Sharing responsibility for compilation of displays,
- Devising and supervising practical activities, etc,
- Preparing relevant materials,
- Carry out therapy programmes under the guidance of the Support for Learning Team,
- Supporting pupils off site in a variety of education enrichment opportunities,
- As a specialist EA, support the delivery area of a specific curriculum area eg, science, PE, music, food technology, enrichment curriculum and family activities, girl groups.

In addition to these duties, the postholder will assume responsibility for one aspect of the work of the school or class determined in consultation with and supervised by the class teacher and/or deputy head.

The postholder will also have a range of care duties within the school, including;

- Meeting the care needs of the children and young people within the school including supervision of aspects of personal hygiene and health care.

- Providing support for pupils during school times, including accompanying them on educational or medical visits where necessary.
- It may be required to complete administration of medication training and administer medication to relevant students if required.
- Helping supervise pupils at lunchtimes and playtimes.

## Other responsibilities

More generally the postholder will also be required to:

- Work as a member of a staff team including teachers, speech & language therapists, other educational assistants, educational psychologists and consultant psychiatrists.
- Contribute to curriculum development as a whole within the school.
- Assist teaching staff in the process of monitoring, evaluating and recording pupils' progress.
- Assist in liaison with parents, families and carers.
- Attend staff meetings and planning meetings.
- Keep a planning diary and meet monitoring deadlines.
- Assist with students during their placement within the school.
- Show a commitment to CPD, attend after school training on Tuesday and Wednesday's, attend all INSET days and any other relevant training as requested by line manager.
- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

## Additional information

The job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and amended subject to consultation with the postholder.

The work at the Trust for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full with the requirements of the job and requisite training.

For the safety of staff and service users, training will be provided to assist employees to carry out their role, specifically the Movement & Management of Loads & People, Emergency First Aid and PROACT SCIPr UK training (this provides staff with the skills to carry out the sometimes necessary safe holds in a non-threatening way). Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for the Together Trust. However you should make the Together Trust aware of any adaptations required to enable you to undertake the work.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all our staff and volunteers to share this commitment.

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	Relevant qualification in education and/or childcare.	Evidence of recent relevant professional development.
Experience and skills	<p>Experience of working with children.</p> <p>As a Specialist Educational Assistant skills in one or more of the following curriculum areas; science, PE, music, food technology, enrichment curriculum and family activities, girl group.</p> <p>Good ICT skills.</p>	<p>Experience of working with children with special needs in a classroom setting.</p> <p>Experience of working with children with autistic spectrum conditions.</p> <p>Experience of successful work with pupils displaying challenging behaviour.</p>
Knowledge and understanding	Awareness of current developments in education generally and special education in particular.	Knowledge of specific approaches to working with people with autism both structured and unstructured, ie. Engagement Model, intensive interaction, Attention Autism etc.
Other	A commitment to the ethos and practices	

	<p>of the school and Together Trust.</p> <p>Ability to work effectively and cooperatively with colleagues within a staff team.</p> <p>Flexibility in dealing with changing circumstances.</p> <p>Ability to identify, clarify, prioritise and solve problems as they arise.</p>	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

