**JOB DESCRIPTION: EDUCATION SUPPORT WORKER (ESW)**

**RESPONSIBLE TO: HEAD OF WESSEX LODGE SCHOOL**

**DISCLOSURE LEVEL: ENHANCED**

**AIM OF JOB:**

To provide the highest quality of education, care and preparation for life for all students in the WESSEX LODGE SCHOOL and TRISKELE FARM

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff
* To monitor and support the overall progress and development of students
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
* To contribute to raising standards of student attainment and behaviour
* To share and support the WESSEX LODGE SCHOOL’s responsibility to provide and monitor opportunities for personal and skill growth

The successful applicant will carry out the responsibilities of a Education Support Worker as they apply to WESSEX LODGE SCHOOL.

Working under guidance deliver learning and in some cases planning lessons

1. Contribute to the management of student behaviour

* Promote policies on student behaviour
* Support implementation of strategies to manage behaviour
* Contribute to the management of student behaviour
* Employ strategies for behaviour management and report any problems to the teacher
* Report any progress towards targets for student with Behaviour Support Plans
* Provide level of attention appropriate to student’s needs, modifying approach to ensure that desired outcomes are achieved
* Deal with any disruption and report to the teacher any difficulties that you are unable to overcome

1. Establish and maintain relationships with individuals and groups

* Establish relationships with individuals
* Establish relationships with groups

1. Support students during learning activities

* Provide support for learning activities
* Obtaining equipment
* Planning and teaching lessons when required by Head
* Providing help with learning tasks
* Feeding back to the teacher on progress made
* Promote independent learning
* Encouraging students to take responsibility for their own learning and promoting development of self-esteem

1. Review and develop own professional practice

* Take part in regular review of practice and take advantage of development opportunities
* Setting personal targets and attending relevant courses/in-service training

1. Assist in preparing learning environment

* Prepare resources and materials
* Assist in setting out learning materials and set out materials for use appropriate to the planned activities
* Confirm type and quantity of materials with teacher

1. Contribute to maintaining student records

* Confirm role and responsibility for helping to maintain record
* Confirm understanding of purpose and nature of relevant student records
* Update relevant records at agree time intervals
* Ensure that contributions are accurate, complete and up to date

1. Observe and report on student performance

* Knowledge of observation techniques and understanding types of reporting, including verbal and written
* Carrying out observations after consultation with the teacher about purpose
* Record findings in agreed format

1. Contribute to planning of learning activities

* Understand the most effective way in which to support learning for a given task
* Understand the needs of student/s with whom working
* Discuss expected learning outcomes with teacher and agree upon success criteria
* Provide feedback for teacher on outcomes of learning activity

1. Promote social and emotional development of students

* Support students in developing appropriate relationships
* Help to develop self-esteem of students
* Along with other members of the team, help to resolve difficulties between students amicably and with regard to WESSEX LODGE SCHOOL policies
* Employ strategies agreed by WESSEX LODGE SCHOOL via policies to raise self-esteem, such as rewards system and praise

1. Support maintenance of student safety

* Demonstrate awareness of symptoms associated with minor health problems
* Have full knowledge of Health and Safety policy
* Respond to minor health problems, for example with regard to asthma, allergies etc.
* Report any illness to teacher or other member of staff responsible for dealing with student health

1. Contribute to health and wellbeing of student

* Awareness of strategies for assisting students to settle into new settings
* Help students to adjust into new settings
* Recognise signs of distress and offer reassurance

1. Support use of ICT in the learning area

* Knowledge of the sorts of equipment available in WESSEX LODGE SCHOOL and where to find them
* Procedure for reporting technical faults
* Procedure for allocating ICT equipment for learning area use
* Prepare equipment for use
* Support learning area use of equipment

1. Provide support for multilingual/bilingual students

* Knowledge of the WESSEX LODGE SCHOOL policy for supporting multilingual/bilingual students
* Explain purpose of activities to students
* Agree with teacher strategies for supporting students
* Knowledge of WESSEX LODGE SCHOOL policies for inclusion, equal opportunities, multiculturalism and anti-racism
* Help students to access curriculum and support development of target language
* Utilise cross curricular opportunities to develop target language skills
* Deal with the challenges of the language demands of learning activities in ways that maintain student confidence and self-esteem

1. Help students to develop literacy and numeracy skills

* Knowledge of WESSEX LODGE SCHOOL’s policies for literacy and Numeracy
* Working with individuals and groups on number or literacy tasks

1. Provide literacy/numeracy support to allow access to curriculum

* Knowledge of intervention strategies to support students with literacy and numeracy difficulties
* Supporting access to the curriculum through provision of support for literacy/numeracy difficulties

1. Liaison with other team members and parents in a professional manner

* Awareness of WESSEX LODGE SCHOOL policies for communicating with parents and carers; policies for care and wellbeing of students; WESSEX LODGE SCHOOL’s policy for confidentiality; policy and procedure for parents’ access to teaching staff and teacher
* Interacting appropriately and professionally with teachers and other colleagues and parents/carers
* Contributing effectively to planning of joint actions within the team
* Refer matters beyond competence and role to other professionals in WESSEX LODGE SCHOOL
* Care for children in ways that have regard for their home values and practices, complying with parents’ wishes
* Reassure parents who express concerns about their children
* Ensure that parents’ requests to see a teacher are dealt with promptly
* Pass on concerns about students to relevant people in the WESSEX LODGE SCHOOL

1. Support and drive minibus / vehicle to collect and return to home address of named students.

PERSON SPECIFICATION

Qualifications: we would consider:

* A good level of English and Maths
* A Childcare qualification would be desirable
* Level 3 Award in supporting teaching and learning in schools
* Level 3 Certificate in supporting teaching and learning in schools
* Level 3 Certificate in cover supervision of students in schools
* Level 3 Diploma in specialist support for teaching and learning in schools
* Higher Level Teaching Assistant (TA4 / HLTA)

Additional needs:

* Full manual driving licence

Experience/Knowledge

* Proven successful experience of working with children in an educational setting
* Experience of working with autistic children
* Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning
* Knowledge and understanding of the importance of the school’s Health and Safety policy
* Understanding of and commitment to work within the scope of the school’s equal opportunities policy

Skills and abilities

* Ability to work as part of a team
* Able to communicate effectively with a range of people
* Excellent listening skills
* Well organised and practical
* Ability to diffuse conflict
* Adaptable and flexible
* Calm under pressure
* Able to form and maintain a range of Teaching and Learning strategies
* Able to form and maintain appropriate professional relationships and boundaries with children and parents
* Able to organise and deliver classroom activities
* Able to implement a range of Teaching and Learning strategies
* Able to deal with sensitive information in a confidential manner

Additional factors

* Have a caring and positive nature
* Prompt and reliable
* Prepared to undergo training appropriate to the post
* Work in line with the school’s behaviour policy
* Work within the guidelines of the Safeguarding Children and Young People’s policy
* Willingness to attend and participate in meetings to review student progress
* Ability to monitor and evaluate student performance