



Oaklands School

Job Description

Education Support Assistant

Grade: 4 to 5 depending on experience

Hours of work: **High Oaks:** 31 hours per week, term time only (39 weeks)
Monday 08:45am - 4.30pm (to assist the curriculum team)
Tuesday - Friday 08.45am - 3.30pm

New Oaks: 31.25 hours per week, term time only (39 weeks)
08:45am - 3.15pm Monday, Wednesday, Thursday
08:45am - 4.15pm Tuesday
08:45am - 3.30pm Friday

Contract Type: Permanent

Responsible to: Class Teacher/Assistant Head Teacher

Main purpose of the job

- To support teachers, experienced teaching assistants in providing for the personal care and medical needs of students including hoisting, physiotherapy programmes, manual handling and support in eating, drinking and using the toilet.
- To support the development of learning, independence, communication and behaviour under the guidance of the classroom team.
- To provide a model of good practice, support and contribute to training of classroom assistants and apprentices

Main responsibilities and tasks

1. To be part of a classroom team, under the direction of the class teacher and experienced teaching assistants
2. To work alongside the teaching assistant and teacher to maintain a purposeful, orderly, supportive and safe environment
3. To provide a good example and support to classroom assistants and apprentices
4. To assist with the development of resources for teaching activities, alongside the classroom team
5. To assist the classroom team in delivering educational programmes, designed by the teacher and the therapists working in school



6. To take part in team meetings, reporting on pupil performance
7. To support students with their personal care including feeding and toileting
8. To support student’s medical needs including those who are tube fed and those who may need emergency medication, suction or oxygen after training and when there is a trained healthcare assistant on site and a qualified nurse visiting regularly.
9. To supervise students during leisure time including on the playground.
10. To demonstrate an understanding of the importance of play, supporting students to learn through play and in outdoor learning.
11. To be aware of the schools safeguarding policies and procedures and report immediately to the class teacher, Designated Safeguarding Lead and/or the Deputy Designated Safeguarding Lead any concerns about a student’s wellbeing
12. To use experienced staff as a source of advice and guidance in developing own practice
13. Use communication strategies as identified in ILPs and SALT programmes
14. Support students in developing ICT skills
15. To use ICT skills in their everyday work- taking photographs, videos to record progress
16. Follow Health and Safety procedures and report issues promptly
17. Follow PHPs using identified strategies to keep everyone safe
18. To undertake flexibly any other reasonable requests made by the head teacher, head of department or class teacher in line with the duties of support staff.

The duties of this post will change and develop over time. It is the manager’s responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.

SCHOOL STANDARDS

Equal Opportunities: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Health and Safety: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality: The School is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Safeguarding: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SIGNATURES

Name of Line Manager:

Signed..... Dated.....



Name of Post holder:

Signed..... Dated.....