



JOB FAMILY – Teaching & Learning Support

Role Name	Educational Assistant
Job Code	TLS-WTW-08
Role Summary	<ul style="list-style-type: none"> • To actively support all students to a balanced school curriculum • To support department by taking on practical roles of responsibility for administrative, managerial and auditing activities • To join and work cohesively within a highly motivated and professional group of teachers • Linking and communicating effectively with support staff
Main Accountabilities	<p>Support for Learning and Teaching</p> <ul style="list-style-type: none"> • Assist in the educational and social development of pupils • Assist in the implementation and planning of Individual Education Programmes for students and the monitoring of students' academic progress • Support students in mainstream classes including all academic subjects and all aspects of PE including swimming and field sports • Assist students to access the curriculum safely. Matters relating to health and safety ultimately remain the teachers' responsibility. • Assist in the maintaining of student records • Support students with emotional / behavioural problems and help develop their social skills / behaviours, including the implementation of behaviour modification programmes when required • Provide support for individual students inside and outside the classroom, including supporting access to camps, educational visits and whole school activities, to enable students to fully participate in activities • Assist students with personal care needs (e.g. toileting, changing clothes) • Monitor students' responses to learning tasks through a range of assessment activities, providing feedback to teachers <p>Administrative Duties</p> <ul style="list-style-type: none"> • Prepare and present displays of students' work: teachers will make professional decisions in determining what material is displayed • Support teachers in photocopying and other tasks in order to support Learning and Teaching • Undertake other duties from time to time as the teachers / managers require including: Collecting money; Copy typing and Inputting student data; Producing class lists; Record keeping,

	<p>Filing; Collating material; Stocktaking; Cataloguing, preparing, issuing and maintaining equipment and materials and Ordering supplies and equipment</p> <p>Standards and Quality Assurance</p> <ul style="list-style-type: none"> • Support the aims and ethos of the School and Department by behaviours which display concern for the student as a whole person, tact, discretion, confidentiality and the willingness to work as a member of a team • Set a good example in terms of dress, punctuality and attendance • Work collaboratively with teachers • Attend team and staff meetings as requested • Undertake professional duties that may be reasonably assigned by the Manager or School Principal • Recognise and respond effectively to equal opportunities issues as they arise, following relevant policies and procedures • To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives
Typical reporting relationship	Department Head
Minimum typical education	<p>A least 2 years GCSE (pass A-C) or equivalent in Maths and English</p> <p>At least level 2 of the English national qualifications framework</p>
Minimum typical experience	Relevant experiences in schools is preferred but not essential
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Build and maintain successful relationship with students, treat them consistently, with respect and consideration, and are concerned for their development as learners • Fluent in English • Ability to work effectively with individual students, small group and whole classes under the direction and supervision of a qualified teacher • Contribute to a range of teaching and learning activities <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Sufficient knowledge, expertise and awareness of students' social, emotional and learning needs to work effective with teachers as part of a professional team



Core Soft / Transferable Competencies required	<ul style="list-style-type: none">• Collaborative / team player• Communication• Use of initiative• Customer service• Keeping commitments• Work standards
Development / Training to support role competencies	<p><u>Development activities</u> <i>To be negotiated as part of the performance management process</i></p> <p><u>Relevant courses</u> <i>To be negotiated as part of the performance management plan</i></p>
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