



JOB DESCRIPTION

Co-Educator

REPORTS TO:	Co-Educator
PAYSCALE:	Band 2, Scale Point 3-6
LOCATION	Epping St. John's Church of England School
TERMS	37 hours per week (8.00am to 4.00pm, Monday to Thursday and 8.00am to 3.30pm on Friday) 39 weeks per year
CONTRACT:	Permanent, Full time – September 2026

PURPOSE OF THE JOB

- To work in partnership with Class Teachers to support learning in line with the curriculum, codes of practice and school policies and procedures.
- To work with teachers as part of a professional team to support learning activities for classes and/or individual students as required. The focus will be to work under the supervision in delivering lessons set by or with teachers and/or support students undertaking lessons.
- To lead and deliver group interventions or 1:1 support pupil learning needs.

Liaison with:

- The post-holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching across the Trust schools.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Oversight of:

- Considering the learning support involved, to aid the students to learn as effectively as possible both individually and in group situations for example:
 - clarifying and explaining instructions
 - ensuring students can use equipment and materials provided
 - assisting in weaker areas e.g. language, behaviour, social skill, reading spelling, handwriting and presentation
 - helping students to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence
 - assisting with the development and implementation of individual education / behavioral plans and personal care programmes
 - developing appropriate resources to support students
 - to provide support for individual students inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher
- To establish a constructive relationship with students and interact with them according to individual needs
- To promote the inclusion and acceptance of all students
- To set challenging and demanding expectations and promote self-esteem and independence
- To promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage students to take responsibility for their own behaviour
- To provide immediate, verbal feedback to students in relation to progress, achievement and effort.

Main expectations of the role:

- Administer routine tests and undertake routine marking of students work
- Be aware of and comply with procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Participate in the evaluation of the support programme
- Establish constructive relationships with parents / carers
- Prepare and present displays of student's work as required
- Provide detailed and regular feedback about the students to the teacher
- To provide the necessary pastoral care to enable students to feel secure and happy.
- To develop a knowledge of a range of learning support needs
- To supervise and provide support for students, ensuring their safety and access to learning activities
- Understanding of the specific needs of the students to be supported

- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to student responses
- Undertake other duties from time to time as required by the Headteacher or other senior leaders.
- To ensure understanding of the four main areas of SEND is up to date by requesting and attending relevant training and CPD

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post-holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of Students and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

**Person Specification
Co-Educator**

		Essential	Desirable
Qualifications and documentation	<ol style="list-style-type: none"> GCSE English and Math's (A* - C) or equivalent (Level 2 Basic Skills Literacy / Numeracy) NVQ 2 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification Enhanced DBS and validated references Eligibility to work in the UK Evidence of further professional development relevant to the post 	X X X	 X X
Experience	<ol style="list-style-type: none"> Successful recent experience working with students in a school environment. Experience of working in a school or community club environment Experience of working with safeguarding regulation 	X X	 X
Knowledge	<ol style="list-style-type: none"> Good knowledge of Microsoft Office An understanding of the expectations of Ofsted Framework Current developments within all phases of education Understanding safeguarding requirements 		X X X X
Skills / Competencies	<ol style="list-style-type: none"> Good numeracy/literacy/ICT skills Good communication skills Good organisation skills Ability to relate well to children and adults Ability to work independently Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities Attention to detail Ability to work to deadlines Ability to prioritise tasks 	X X X X X X X X X	
Personal Qualities	<p>Characterised as:</p> <ol style="list-style-type: none"> Sensitivity to the needs of others Flexible and adaptive approach to work Reliable and trustworthy Committed to safeguarding children Values and behaviours suitable for working with children and young people Committed to equal opportunities Calm under pressure and flexible in approach A belief in the ability of children and young people to achieve and to overcome obstacles to their learning Evident of further study/higher education/professional development Have high expectations Resolve routine issues independently within general procedural framework but refer complex or serious problems to the Headteacher 	X X X X X X X X X X X	