

Education & Health Care Assistant

Grade 5

Job Description

Purpose of the Post

To assist in the planning, teaching and assessing the differentiated curriculum. To support in developing, implementing and evaluating individual education health care plans and Positive Intervention Plans (PIP), under the general direction of the teacher and where appropriate school nurse.

Key Areas

Support for Students

- Enables students on personalised learning programmes to access the differentiated curriculum in the mainstream school, early years setting or in adult service provision
- Supervise pupils in planned activities when the teacher is temporarily absent, in accordance with instructions/directions
- Assists students with personal care/health needs and daily living skills, which could include invasive procedures such as tube feeding as described in the health care plan
- When trained administers medication (including prescribed antibiotics) following clearly defined LA/school procedures and follows basic first aid procedures as necessary. Supports all educational and therapeutic assessments
- Deliver clinical interventions as outlined in the Education Health Care Plan when appropriately trained under the direction of the school nurse

Support for the Teacher

- Contributes to the development, implementation and evaluation of Personalised Learning Maps (PLM) and Positive Intervention Plans (PIP) that are devised by the teacher
- Help promote student good behaviour and discipline through positive interactions with students and participates fully in strategies agreed as part of any students PIP, including physical interventions
- Implements speech and language development activities, sensory differences intervention, physical development and mobility activities including physiotherapy and hydrotherapy

Support for the Curriculum

- Help individual students or groups of students to access the differentiated curriculum, including assisting with the planning and evaluation of learning activities
- Assist with general administration and supports classroom management, including creating learning materials
- Monitor and arrange orderly and secure storage as supplied
- Operate and maintain everyday equipment in accordance with instructions, undertaking simple repairs and reporting damage

Support for the College

- Contribute to the overall ethos, work and aims of the college
- Supervise students in small groups or one to one learning activities in school away from the main teaching area or in the community, following appropriate risk assessment
- Supervises students at play/leisure breaks, at times of transition between lessons and activities, and on arrival at school and before departure

- Maintain student records including issues of concern, behaviour, medication records and overall student progress
- Shares with the teacher, colleagues and supporting professionals and parents, issues of concern and positive feedback about the students' welfare and achievements
- Establish constructive relationships and communicate with other professionals to support the progress of students
- Attend relevant meetings and training as required

Responsible to: Class Teacher

Employee Supervision: None

Knowledge, experience and skills:		
E = Essential D = Desirable		
Experience		
1. Relevant experience in a school or similar setting.		E
2. Experience of working with children and young people with special educational needs and/or social, emotional and mental health difficulties.		E
3. Experience of using restorative practices.		D
4. Experience of supporting students with strategies to enable them to settle to learn.		E
Knowledge		
5. Understanding of students' needs in order to support them effectively by personalised and differentiated learning.		E
6. Knowledge of issues and needs that affect behaviour and strategies to support.		E
7. Knowledge of the range of ways that students learn and how to motivate them.		E
8. Full understanding of the range of multi-agency support required and available to students.		E
9. Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation.		E
10. Knowledge of care procedures and clinical practice.		E
Skills		
11. Ability to relate well to students and adults and to build positive relationships.		E
12. Ability to work constructively as part of a team, understanding college roles and responsibilities and your own position within these.		E
13. Ability to deliver pre-planned programmes of work to students using personalised strategies to support reluctant learners to engage and achieve learning goals/objectives.		E
14. Ability to respond calmly and use initiative, responding effectively to unexpected or unplanned situations or reactions throughout the college day.		E
15. Ability to use a range of strategies to support positive behaviour and self-regulation.		E
16. Ability to use correct English in spoken and written communication.		E
17. Ability in the use of IT.		E
18. Ability to participate fully in planned physical interventions, in student personal care routines and in moving and handling students with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures		E
19. Efficiency with the administration and maintenance of student records.		E
Qualifications		
20. GCSE English/Maths/ grade A to C or equivalent.		D
21. Level 3 qualification.		E
22. Specific training in relevant learning strategies/interventions.		E
23. Commitment to all CPD offered.		

Behaviours and expectations

All staff members are expected to adhere to and promote professional standards including the Trust and Academy's code of conduct and values.

General

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the school and the wider Trust community.

You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.