



JOB DESCRIPTION

Co-Educator

To work within Nursery/EYFS

REPORTS TO:	Class Teacher / Assistant Headteacher / Deputy Headteacher / Head of School
PAYSCALE:	Band 2 MID, Point 3-5 (£20,653.61-£21,290.41) including outer fringe allowance
LOCATION	Cooks Spinney Primary Academy and Nursery
TERMS:	35 hours per week, 39 weeks per year (term time only + inset days) 8:00am-16:00pm Monday-Friday
CONTRACT:	Fixed Term with the possibility of becoming permanent Start date: As soon as possible.

PURPOSE OF THE JOB

- The primary purpose of the Co-Educator role is to support the teaching and learning process within the classroom, ensuring all pupils have the opportunity to reach their full potential. Working under the guidance of the class teacher, the Co-Educator will contribute to the delivery of an inclusive and engaging curriculum, providing tailored support to individuals and groups of children.
- The role also involves fostering a positive, nurturing, and stimulating learning environment that promotes the social, emotional, and academic development of pupils. The Co-Educator will play an active part in assessing progress, managing behaviour, and encouraging a love of learning, while upholding the school's values and policies

Liaison with:

- The post-holder is expected to liaise with teaching staff, associate staff, Head of School, Senior Leaders, parents/carers and external support services where applicable.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Supporting the Students

- As part of the role, the co-educator will be required to deliver PPA (Planning, Preparation and Assessment) cover for the class teacher once a week. During this time, the co-educator will take full responsibility for the class, delivering pre-planned lessons and maintaining a positive, structured learning environment. Support and resources will be provided in advance to ensure consistency and continuity in pupils' learning.
- Be willing and able to provide intimate care when required, in accordance with the nursery's safeguarding, health and safety, and intimate care policies, ensuring children's dignity, privacy, and well-being are always maintained.
- Undertake the role of Key Person for an assigned group of students, taking responsibility for their pastoral care, well-being, and developmental progress. Communicating with parents and being supporting nursery manager with key children's learning record
- Provide tailored support to individual students and small groups to help them access the curriculum effectively.
- Assist students in understanding lesson objectives and completing tasks set by the teacher.
- Encourage active engagement and participation in classroom activities.
- Foster a positive and inclusive learning environment that promotes mutual respect and collaboration.
- Support the development of essential skills, including literacy, numeracy, and social interaction.
- Adapt teaching resources and strategies to meet the diverse needs of all learners.
- Promote independence by guiding students to think critically and solve problems.
- Provide emotional support to students, addressing their individual well-being needs.
- Assist with behaviour management by reinforcing classroom rules and expectations.
- Work closely with the teacher to monitor progress and identify areas where additional support is required.
- Collaborate with the SENCO to support students with special educational needs and implement appropriate interventions.
- Facilitate a safe and structured environment during transitions and unstructured times, such as break or lunch.

Supporting the Academy

- To liaise, advise and consult with other members of the team supporting the student(s) when asked to do so.
- To attend relevant in-service training.
- To fully implement all Academy procedures and policies.
- To attend, as required, meetings about individual students and/or matters affecting the general running of the school.
- To participate in staff training days and external courses as may be required by the needs of the post and as identified by the Head of School.
- To be flexible and assist with other duties as and when required around the school
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.
- To actively engage in the performance review process.
- To continue personal development as agreed.
- To ensure that Health and Safety policies and procedures are followed

General responsibilities common to all members of staff

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

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

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	GCSE English and Maths (A* - C) or Equivalent (Level 2 Basic Skills Literacy/Numeracy)	X	
	Enhanced DBS and validated references	X	
	Eligibility to work in the UK	X	
	NVQ Level 3 in Learning Support or other equivalent qualification / experience	X	
Experience	Experience of working with young children	X	
	Experience working in a school or community club environment	X	
	Experience of working with safeguarding regulation		X
Knowledge	Good knowledge of Microsoft Office	X	
	An understanding of the expectations of Ofsted Framework regarding effective teaching and learning		X
	Current developments within all phases of education		X
	Understanding of safeguarding requirements		X
	Basic knowledge of first aid		X
Skills / Competencies	Ability to relate well to children and adults	X	
	Ability to work independently	X	
	Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities	X	
	Attention to detail.	X	
	Ability to work to deadlines	X	
	Ability to prioritise tasks	X	
	Good numeracy/literacy/ICT skills	X	
	Good communication skills	X	
	Good organisational skills	X	
Personal Qualities	Characterised as:		
	Professional working attitude	X	
	Shows initiative and demonstrates a 'can do' approach	X	
	Sensitivity to the needs of others		

	Flexible and adaptive approach to work	X	
	Reliable and trustworthy	X	
	Committed to safeguarding children	X	
	Values and behaviours suitable for working with children and young people.	X	
	Committed to equal opportunities	X	
	Commitment to the overall success of the Academy	X	
	Proactive, enthusiastic, optimistic and innovative.	X	
	Reliable and resilient with a strong sense of gravitas.	X	
	Emotionally intelligent and self-aware	X	
	Calm under pressure and flexible in approach.	X	
	A belief in the ability of children and young people to achieve and to overcome obstacles to their learning. Awareness of, and commitment to, equalities issues.	X	