



Post Title: Education Assistant

Grade: 3 - £17,173 to £18,870 per annum (£12,530 to £13,768 pro rata salary)

Hours: 31¼ hours per week, 8.30am – 3.30pm Monday to Friday (to include one 4.00pm finish per week), term time (38 weeks) plus 5 Teacher Training Days.

Job Purpose:

To assist and support classroom teachers and PLC staff with the education of students in the Academy.

Description of Duties and Responsibilities:

1. To embrace the Academy's values of 'Enjoy, Achieve, Aspire'.
2. To comply with the Academy's Code of Conduct.
3. Assist teaching staff as required, including helping individual students and groups with the full range of curriculum activities and use of information technology as appropriate.
4. Under the direction of SENCo, supervise and support students with specialised programmes of work. This may include withdrawing the student from class for a period of time, or assisting with small group work.
5. Identifying the individual student's personal, emotional, behavioural and social needs and contributing to providing appropriate care and support.
6. Liaise with and work closely with the student's parents under the direction of the SENCo, acting as translators, intermediaries where appropriate and accompanying staff on home visits where necessary.
7. To keep daily records and maintain administration in order to provide information on student progress to staff and parents.
8. Assist with preparation and/or setting out of work, equipment, and displays in consultation with the class teacher and SENCo.
9. Assist with general duties such as administrative tasks, photocopying, filing and other duties associated with maintaining the Personalised Learning Centre in good and effective order.
10. To support the cover/supply teacher in the absence of the normal classroom teacher.
11. Assist class teachers in preparing and supervising outings and visits and, if required, helping to contribute to out of school functions, such as trips and open evenings.
12. To attend staff development training sessions.
13. To attend staff, team meetings and student reviews where appropriate.



14. Undertake specific support in respect of students with additional educational needs as well as students from minority ethnic groups under the direction of SENCo.

AND such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Special Requirements

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

All posts within this Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service. A copy of the Academy's Safeguarding & Child Protection Policy can be found on the Academy's website <http://www.westcoventryacademy.org>.

All duties and responsibilities must be carried out with due regard to the Academy's Health & Safety Policy and Health & Safety at Work Act.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken to comply with the Data Protection Act 1998.

Postholders will be expected to comply with the Academy's ICT & Social Media Policy.

*PLEASE NOTE
WEST COVENTRY ACADEMY
IS A NON SMOKING SITE*

SUPERVISION RECEIVED	
Name:	Britta Eises (or successor)
Post Title:	SENCO
Or Alternatively:	Chris Paton – Deputy Headteacher



LEVEL OF SUPERVISION*

Regularly supervised with work
Checked by Supervisor.
Left to work within established guidelines,
Subject to scrutiny by supervision.
Plan own work to ensure the meeting
of defined objectives.

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Employee Signature: _____

Date: _____

Line Manager Signature: _____

Date: _____