



## JOB DESCRIPTION

Job Title	Educational Support Assistant— <i>numerous vacancies</i>
Start Date	As soon as possible
Salary	Points 6 – 9 (£19,719 – £21,509 per annum, pro-rata. Actual amount – £16,867 – £18,398) on the Sixth Form College's Support Staff Scale.
FTE	Full Time, Term-Time only
Responsible to	The Principal through the Head of Faculty, Head of Faculty (SENCo, Senior ESA's)
Liaising with	Relevant staff with cross college responsibilities, e.g. learning support staff, teachers within the department and the faculty, Personal Tutors and support staff

### Role Purpose

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom and off site provision with students who have complex and severe learning difficulties.
- To deliver study skill support & SEN intervention to supervise groups and occasionally whole classes for a session/lesson in the classroom or outside the main teaching area as required.

### Main Duties and Responsibilities

- To offer high level support to A Level and BTEC students and deliver high level intervention programmes.
- To work with groups of students under the supervision of the teacher including the delivery of therapy and programmes of work.
- To record students' progress in the classroom and during off site education provision and activities.
- Provide feedback to students in relation to progress and achievements under the guidance of the teacher.
- To support students' learning by working with them to understand the activity and using appropriate strategies to keep students 'on task' and engaged in the work set, under instruction from the class teacher.
- To work with individuals and groups of students to deliver accredited learning programmes taking into account SEN requirements, under specific supervision of the class teacher.
- To encourage students to interact with others and engage in activities led by the teacher, which may include participating in physical activities with the students.
- To assist with the general pastoral care of students, including helping students who are unwell distressed or unsettled and have emotional and behavioural difficulties.
- To recognise that students may have communication difficulties and be able to use alternative communication techniques if required.



## Main Duties and Responsibilities

- To supervise and provide particular support for students with special needs ensuring their safety and access to learning activities
- To establish good relationships with students, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students.
- To encourage students to act independently as appropriate.
- To occasionally supervise whole classes as required.
- To carry out escort duties as appropriate.
- To help prepare students on site for integration placement and on work experience placements.
- To support lunchtime clubs and sports activities.
- To maintain department displays to a high standard.
- To contribute to department resources.

### Support for the Teacher

- To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to college guidelines.
- To liaise with therapists, medical staff and other personnel working with students as required, assisting with the co-ordinating and planning of programmes of work and to integrate specialist advice and practice under the supervision of the teacher.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the students learning and behaviour to the teacher including feedback on the effectiveness of the behaviour strategies adopted.
- To understand and use group dynamics to promote group effectiveness and support group and individual performance, when working with a group of students.
- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the students in their use.
- To follow an accredited scheme of work as directed by the teacher.
- To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
- To observe and record students' progress under the direction of the teacher.
- To provide regular feedback to teachers and to other professionals on students achievement and progress.
- To provide feedback on students in relation to progress and achievement under guidance of the teacher. This may include feedback on student's progress in meeting individual education plan (IEP) targets, literacy, numeracy, and ICT programmes
- To administer and mark routine work in class under the guidance of the class teacher and in line with the college marking policy.
- To be aware of the planning of work and activities.
- To provide general clerical support to the department, e.g. photocopying, laminating, filing, etc. as required.
- To provide support to the class teacher in the organisation and management of students and the classroom ensuring the appropriate support for each student dependant on their individual planned needs.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all students particularly helping to overcome multi barriers to learning including physical, emotional, and behavioural difficulties.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all students particularly helping to overcome multi barriers to learning including physical, emotional, and behavioural difficulties.



## Main Duties and Responsibilities

### Support for the College

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/ inclusion and data protection reporting all concerns to the appropriate named person.
- To be aware of new SEND legislation in regards to supporting students welfare, progression and education.
- To assist with the supervision of students out of lesson time but during the college day, within contracted hours as necessary for their safety.
- To plan, prepare and accompany teaching staff and students on visits, trips activities within contracted hours as required.
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled and those experiencing emotional and behavioural difficulties.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To attend relevant meetings and participate in relevant training and performance development as required.
- To adhere to college health and safety policy including risk assessment and safety systems.
- To adhere to college policy on equality and diversity.
- To be aware of and comply with child protection procedures, health and safety, security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- To assist in maintaining high standards of health and safety at all times.
- To maintain good relationships with colleagues and work together as a team.
- To assist in the supervision of classroom and outdoor activities.
- To assist with the supervision of discreet groups of students for short periods when the teacher is not present.
- To contribute to the overall ethos/work/aims of the college.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To attend relevant meetings.
- To participate in training, including relevant learning strategies and other learning activities and performance management where required.

### Support for the Curriculum

- To assist with the development of the curriculum for accredited courses in literacy, numeracy and ICT skills and to support their use in learning activities.
- To assist students on entry, progression, and transition programmes.
- To provide full support for an accredited curriculum.
- To provide curricular clerical/admin support, eg. Photocopying, making lists, collection of monies.
- To undertake record keeping and updating records, information and data, producing reports as required.
- To mark students work under the direction of the class teacher.



## Main Duties and Responsibilities

- To have an understanding of the new changes in special educational needs.
- To assist in the development and implementation of behaviour management strategies.
- To monitor student responses to learning activities and accurately record achievement/ progress as directed.
- To administer and assess routine tests and undertake routine marking of student's work.

### Staff Development

- To undertake staff development where appropriate
- To take part in the College's Appraisal Process

### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

### Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

### Communications

- To ensure familiarity with the department's aims and objectives
- To liaise with relevant external bodies as appropriate

### Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

### Management of Resources

- To contribute to the maintenance of an attractive working environment in your working environment



Chichester Road South, Hulme, Manchester M15  
5PB

recruitment@loreto.ac.uk

www.loreto.ac.uk

0161 226 5156



## Main Duties and Responsibilities

### Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

*This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.*

Start Date	As soon as possible
Closing Date	Closing date for receipt of applications is Friday 17th June 2022 at 10am. <u>We will not be able to accept applications after this date, except in exceptional circumstances.</u>
Interview Date	Interviews are currently due to be held w/c 20 June 2022 (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview.

# Person Specification

The person specification will be used in when shortlisting candidates to interview

	Essential/ Desirable	Assessment
<b>Experience</b>		
Experience in an administrative role	Essential	Application/Interview
Administrative experience in an educational environment	Desirable	Application/Interview
<b>Skills &amp; Knowledge</b>		
Proficiency in working with standard office applications such as MS Word, Excel and	Essential	Application/Interview
Excellent organisational and administrative skills	Essential	Interview
Ability to prioritise and multitask, managing own workload	Essential	Interview
Ability to meet deadlines	Essential	Interview
Excellent standards of literacy and numeracy	Essential	Interview
Ability to work with other staff as a team	Essential	Interview
Excellent organisational and administrative skills	Essential	Application/Interview
Excellent communication and listening skills	Essential	Interview
A clear understanding of developments in post-16 education	Desirable	Application/Interview
Ability to meet deadlines	Essential	Application/Interview
Evidence of commitment to Continuous Professional Development	Essential	Application/Interview
IT literate	Essential	Application/Interview
<b>Qualifications</b>		
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	Essential	Application/Interview
<b>Attitude &amp; Impact</b>		
Positive and enthusiastic	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Committed to Equality and Diversity	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
<b>Personal</b>		
Enhanced DBS Clearance	Essential	Pre-employment check
Can evidence proof of right of work in the UK	Essential	Application/Interview

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.



## Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

## Payroll & Pensions

Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).

## Safeguarding

DBS Clearance and Safeguarding Checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.