

Job Profile – Teaching and Learning

Job Title **Education Health Care Assistant**

Job Role **Teaching and Learning Support**

Level of Duties **Level 1**

Grade **B - Points 1-3**

Job Purpose

1. To support education, health, medical, physical and general care needs following agreed plans.
2. To provide support to individuals and groups, under the direction of the class teacher, to access outcomes as outlined in each individual's Education Health Care Plan (EHCP)
3. To support the teacher in the management of specific pupils within the classroom.

Support to Pupils

1. Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners.
2. To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds.
3. To promote independence and employ strategies to recognise and reward achievement within established school procedures.
4. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
5. To attend to pupils' personal needs including toileting, hygiene, dressing and feeding.
6. To physically assist pupils in activities (which may involve hoisting/lifting where mobility is an issue) following clear directions given in Moving and Handling training and mobility plans.

7. To be responsible for the careful and safe use of specialist equipment e.g. standing frames.
8. To work with pupils, under the direction of the teacher/SENDCo, on therapy or care programmes designed and supervised by a therapist or care professional.

Support for Teachers

1. To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy.
2. To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teacher's supervision.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes.
4. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested.
5. To support the class team in preparing and maintaining a safe learning environment including the displaying and presentation of work.
6. To provide admin support for teachers e.g. photocopying, filing, collecting money, checking deliveries.

Support for the School

1. To be aware of and comply with policies relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
2. To contribute to the overall work and ethos of the school.
3. To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
4. To attend and participate in meetings as required.
5. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others.
6. To assist with the supervision of pupils out of lesson time.
7. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information