



**Parkwood Hall**  
CO-OPERATIVE ACADEMY

## JOB DESCRIPTION

<b>School Name:</b>	Parkwood Hall Co-operative Academy
<b>Job Title:</b>	Education Support Assistant
<b>Reports To:</b>	Senior Education Support Assistant
<p>Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p><b>Job Purpose</b></p> <p>To support students ensuring that they are able to participate in activities and education in the classroom, in residential areas and out in the community.</p> <p>To provide a safe environment, emotionally and physically, for the students within the guidelines and procedures of Parkwood Hall Co-operative Academy.</p>	
<ul style="list-style-type: none"> <li>• To have a sound knowledge of the school's child protection procedure. To be aware of the signs and symptoms of abuse and report any suspicions including malpractice.</li> <li>• To be a good role model setting an example to the students.</li> <li>• To provide a safe environment: emotionally and physically which will require the need to monitor the behaviour of others.</li> <li>• To provide specific support, assistance and personal care as required by students.</li> <li>• In an emergency to support a student in travelling to and from home or hospital and to supervise if unwell.</li> <li>• To help train students in particular tasks of personal hygiene, which may involve intimate care.</li> <li>• To support colleagues in the implementation of behaviour management following careful guidelines as required.</li> <li>• To liaise with fellow professionals in the school in order to maintain continuity of support for students.</li> <li>• To play an active role in encouraging children and young people to progress towards independence and self-care.</li> <li>• To collaborate on, and contribute to the planning and implementation of programmes aimed at fostering student development.</li> <li>• To promote those activities that meet the needs of the young people at Parkwood Hall Co-operative Academy.</li> </ul>	

- To foster a sound multi-disciplinary approach through good communication both internally and externally.
- To take a full part in supervision sessions.

### **Welfare Support**

- To be responsible for the well-being of any student in the school.
- To have an awareness of the emotional needs of the students and to use this awareness in strategies for managing behaviour.
- To support physiotherapists, occupational therapists, nurses and other professionals as directed.
- To supervise students if unwell.
- To help train students in particular tasks of personal hygiene, which may involve intimate care.
- To support colleagues in the professional restraint of students following careful guidelines as required.
- To liaise with fellow professionals in the school in order to maintain continuity of support for students.

### **Administration and Professional Development**

- To participate in maintaining necessary information on students such as class records, assessments, IEPs and profiles.
- To attend staff meetings.
- To participate in the current performance management system in place in the school to support training and mentoring needs.

### **General Responsibilities**

To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal, Deputy Principal or Assistant Principal/ Residential Education.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

### **General Information:**

#### **Equality of Opportunity**

- As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within

	the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"> <li>To treat all information acquired through employment, both formally and informally, in strict confidence</li> <li>To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
<b>To contribute as an effective and collaborative member of the School team</b>	<ul style="list-style-type: none"> <li>Any other duties as reasonably required by any manager of the school</li> <li>Participating in the ongoing development, implementation and monitoring of the school plans</li> <li>Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>Attend regular meetings as required and make a positive contribution during meetings</li> <li>To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice</li> <li>Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed</li> <li>Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.</li> </ul>

*This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties that fall within the grade of the job in discussion with the manager.*

*The content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*

*The postholder is expected to comply with all relevant Parkwood Hall policies, procedures and guidelines, including those relating to Safeguarding, Equal Opportunities, Health and Safety, and Confidentiality of Information.*

**Signatures:**

Employee\_\_\_\_\_Date\_\_\_\_\_

Principal_____Date_____	
<b>Person Specification – Education Support Assistant</b>	
<b>Education &amp; Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of working with children of a relevant age.</li> <li>• To hold a relevant qualification at the level of NVQ3 or to be working towards acquiring one within 3 months of confirmation of employment.</li> </ul>
<b>Knowledge, experience and training</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• To have developed strategies to combat attention seeking behaviour or other task behaviour.</li> <li>• To have a knowledge and an understanding of whole school policies and the ethos of the school.</li> <li>• To understand equal opportunities and ensure that all students have equal access to opportunities to learn.</li> <li>• To have an awareness of relevant legislation and codes of practice.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Good administration skills for example inputting and collating data.</li> <li>• To have knowledge of an additional language and the ability to use this language to support children or act as an interpreter for the child or their parents within the school.</li> </ul>
<b>Skills &amp; Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• The ability to undertake assessments of the individual students.</li> <li>• The ability to use basic technology/computer/video and use ICT effectively to support learning.</li> <li>• The ability to develop good relationships with children and to work with them to promote high standards of learning and co-operation.</li> <li>• The ability to assist with the development and implementation of individual/education/behaviour plans.</li> <li>• The ability to assist with the development and implementation of individual/education/behaviour plans.</li> <li>• The ability to promote the inclusion of all students.</li> <li>• The ability to represent the school in a professional manner (for example in meetings with parents, attending annual reviews, attending Borough wide meetings where appropriate).</li> <li>• The ability to use own initiative for example to devise games, design books, labels and signs for display.</li> <li>• The ability to develop the child's use and understanding of language structures and vocabulary</li> <li>• The ability to promote the inclusion of all students.</li> <li>• The ability to communicate effectively, both orally and in writing, in relation to the requirements of the post.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to participate in training.</li> <li>• The ability to deal with minor incidents, first aid and the personal health and hygiene of the students.</li> <li>• The ability to work in a changing environment in a flexible way.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• To have an awareness of relevant legislation and codes of practice.</li> </ul>
<b>Personal Qualities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to the vision and values of Parkwood Hall</li> <li>• Flexible and 'can do' attitude to competing commitments in workload</li> <li>• Highly motivated and reliable</li> <li>• A willingness to develop problem-solving skills in complex situations</li> <li>• A willingness to develop good interpersonal skills- including observation, listening and empathy skills</li> <li>• A willingness to be flexible and support school wide activities</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Innovative and creative thinker</li> </ul>
<b>Special Requirements</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• The post holder should expect exposure to saliva and bodily fluids within the course of their work.</li> </ul>