



Crigglestone St James CE Primary Academy

JOB DESCRIPTION: ESA, inclusive of SEN support

Responsibility areas: Under the direction and supervision of a teacher or line manager to support pupil's learning, to attend to pupils personal/physical/emotional/communication needs and to provide general support in managing pupils learning. This may include being deployed to work 1:1 with a child to support their specific learning needs.

Key Purpose: to support class teachers to ensure that children make progress both academically and socially: maintaining highest expectations of behaviour, attitude to learning and conduct and supporting the development of the academy in its wider role. Provide extra support for children with special educational needs or English as an additional language, as directed.

Specific Duties

- Support children with mathematics, reading, writing and emotional needs on an individual, small group basis or class.
- Help children to understand instructions and ensure all children remain on task.
- Help children who need extra support to complete tasks.
- Assist the teacher with marking and correcting work, and other administrative tasks.
- Support the teacher with assessments as appropriate.
- Prepare the classroom for lessons, including preparation of resources.
- Ensure the classroom and learning environment remains in good order and create displays as directed by the class teacher.
- Support the teacher in managing class behaviour, using the school's behaviour policy.
- Supervise group activities, as directed by the class teacher.
- Take part in training, meetings and reviews.
- Give extra support to children with special educational needs, disabilities or English as an additional language.
- Help the teacher to develop learning programmes and activities and adapt them according to children's needs.
- Evaluate, develop and utilise learning resources to best support children's learning.
- Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.
- Support the use of IT and computing in learning activities and develop pupils' competence and independence in its use.
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Where directed:

- Work 1:1 with a child, providing academic, social or medical support as appropriate
- Aid their learning as effectively as possible, using learning plans/EHCPS that are in place.
- Meet physical needs as required while encouraging independence.
- Follow intimate care procedures where needed.
- Assist with the development and implementation of EHCPs.
- To enable a safe and inclusive lunchtime experience for specific children and the wider school.
- Liaise with class teachers and the SENDCo, if appropriate.
- Understand and use the school's safeguarding procedures and actively promoting pupils' wellbeing and safety.
- Promote the academy positively in the wider community.
- Actively support school activities where required, including attending educational trips, extra-curricular activities and school events which may require some out-of-hours availability.

Responsibilities

- Organise and monitor curriculum resources.
- Attend relevant training, INSET and liaise with outside professionals. Undertake relevant CPD.
- Work alongside colleagues.
- Display commitment to the ethos and success of the school.

This job description may be amended at any time after discussion with the Headteacher and will be reviewed annually.



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PERSONNEL SPECIFICATION: ESA

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working with children. 	<ul style="list-style-type: none"> • Previous experience of working in a school • Experience of working with SEND children <p>Experience of working 1:1 with children</p>	A, I, D
Qualifications and Training	<ul style="list-style-type: none"> • At least GCSE grade C (or equivalent) in English and Maths • Knowledge and understanding of child development and children's and families' needs. 	<ul style="list-style-type: none"> • Any relevant qualifications regarding to working with children • Any relevant ESA qualifications • Any relevant SEND qualifications or training 	A, I, R
Special Knowledge and Skills	<ul style="list-style-type: none"> • Excellent communication skills. • Excellent organisational skills. • The ability to remain calm under pressure. • Excellent time management skills. • The ability to work with children in a professional manner. • The ability to record and pass on information accurately. • The ability to be proactive in seeking solutions. • The ability to maintain confidentiality. • Effective problem-solving skills. • The ability to use technology, e.g. ICT. • The ability to work as part of a team. • Ability to create a stimulating, well-organised classroom environment. • Awareness of safeguarding issues. • An understanding of the importance of parental involvement. 	<ul style="list-style-type: none"> • Knowledge of legislation and statutory guidance specific to primary schools. • Knowledge of a range of communication skills. • Appropriate knowledge of paediatric First Aid, or willingness to complete training in this. • Appropriate knowledge of child protection. • Awareness of inclusion (including SEN and most able learners). 	A, I, R
Personal Qualities	<ul style="list-style-type: none"> • Be committed to supporting all children to achieve and make progress. • A proactive approach to teamwork and be supportive of colleagues. • The ability to form excellent relationships with children, staff and parents. • Have warmth and humour. • Be positive and enthusiastic. • Be able to accommodate to changes in priorities. • Be able to develop effective relationships with parents. • Have a desire to contribute to whole school initiatives and show dedication to their work. • Show commitment to Continued Professional Development. • Proactively support our school's Christian character. • Take pride in personal appearance. 	<ul style="list-style-type: none"> • Have self-confidence. • Be able to relate well to other professionals. • Have a flexible approach to work 	I, R

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview