

## SOUTHEND ON SEA BOROUGH COUNCIL

### Southend Adult Community College

#### JOB PROFILE

#### JOB DESCRIPTION

Job Title	Education & Care Assistant
Reports To	Westcliff Centre Manager
Level	NJC Level 5 SPC 17-22 (£16,830 - £19,621 pro rata)
Hours	Part-time 27.92 hours per week x 46 weeks per year including holiday
Main Purpose of the Job	To help care for students' particular special needs and to support students' learning by working with tutors and other staff in classroom activities to support the delivery of the curriculum and enable students gain full access
Key Responsibilities	<p><b>Support for students</b></p> <ul style="list-style-type: none"><li>• To undertake a range of tasks to support learning, e.g. independence skills, listening to reading, supporting craft activities, supporting literacy, communication, numeracy, etc.</li><li>• To work with students, either one-to-one or in small groups, making use of specialist skills as appropriate, e.g. BSL, Braille, Makaton, ICT, etc.</li><li>• To work with students in specialist facilities, i.e. sensory room, swimming pool, cooking etc.</li><li>• Meeting the students' physical needs particularly in relation to hygiene, toileting, feeding and dressing according to the needs of each student using such equipment as required i.e. hoisting.</li><li>• To look after students and attend to their needs.</li><li>• To help students with their mobility, i.e. travel training, use of mobility aids.</li><li>• To accompany students on trips away from the site as agreed with the Tutor/Post 19 Co-ordinator.</li><li>• To undertake basic first aid and to administer medication through prior agreement in accordance with LEA guidelines.</li><li>• To assist in the implementation of student management programmes.</li><li>• Establish a supportive relationship with the students in the group(s).</li></ul>

- Develop methods of promoting students' self esteem.
- Support students who are involved in inclusion schemes within mainstream colleges or any other inclusive links.

### **Support for the tutor**

- To provide support for the tutor and other staff (as appropriate), during sessions and other curriculum areas, or work with/supervise small groups of students whilst the teacher is carrying out other activities.
- To assist the tutor and other staff (as appropriate) to develop and contribute to the recording of students' needs, progress and achievements.
- To assist teaching staff to ensure that the aims and objectives are achieved.
- To have regular discussions with teachers and other staff (as appropriate) to enable planning and preparation for lessons and for the evaluation of support programmes.

### **Working with therapists**

- Liaise, advise and consult with therapists supporting the students.

### **Support for the curriculum**

- Such other duties allocated at the discretion of the Post 19 Co-ordinator and tutors to meet the changing needs of students and the circumstances of the new service commensurate with the grade or post.
- To undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- To support implementation of government initiatives under the direction of the Post 19 co-ordinator.

### **Support for the centre**

- To assist with cover supervision as required which may include a range of activities outside of the teaching areas such as supervising students at break times, dining areas, etc.
- To assist in out of site activities including independence and social training in public places.
- To be aware of all policies and procedures, including those relating to confidentiality.
- Attending relevant training and contributing to this where appropriate.

	<ul style="list-style-type: none"><li>• Escorting students as necessary.</li><li>• Attend and contribute to meetings, if required by the line manager</li><li>• To be familiar with Equal Opportunities good practice and a with the Council requirements for Diversity and to implement this in all aspects of working practice</li></ul>
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**This role will require an Enhanced Disclosure from the Criminal Records Bureau**

## PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How evidence
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> <li>• A good general education</li> <li>• Successful completion of college certificated Disability Awareness course within one year of starting the post.</li> <li>• NVQ level 2 teaching assistant qualification relevant to people with special needs.</li> <li>• L1 ICT qualification</li> </ul>	√	√  √  √	
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the demands of the current education system</li> </ul>		√	
Experience	<ul style="list-style-type: none"> <li>• Working with people with a learning difficulty or disability</li> <li>• Evidence of having worked with children or young people in any capacity.</li> <li>• Working within a team</li> </ul>	√	√  √	
Council Compete	<ul style="list-style-type: none"> <li>• Ability to follow both written and verbal instructions.</li> <li>• To be able to work independently</li> <li>• Manages time effectively and is punctual</li> </ul>	√  √  √		
Additional Information for example physical skills or working environment	<ul style="list-style-type: none"> <li>• Ability to seek out and understand the expectations and needs of customers/clients.</li> <li>• Seeks regular feedback from customers and use this to continuously improve service delivery</li> </ul>	√  √		

	<ul style="list-style-type: none"> <li>• Follows procedures/policies and keeps to schedules</li> <li>• Complies with legal and safety requirements</li> <li>• Able to form supportive and caring relationships with students while promoting independence</li> <li>• Able to demonstrate a sensitive approach to students and their carers.</li> <li>• To respect confidentiality and dignity at all times</li> <li>• Able to distinguish when to act on their own initiative and when to seek appropriate advice and guidance.</li> <li>• Able to work calmly and with patience.</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>		
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