

## PENRYN COLLEGE

### JOB DESCRIPTION

<b>Job title:</b>	Educational Support Officer
<b>Grade:</b>	F £22,239 - £25,774 (Actual salary £19,695 - £22,664)
<b>Responsible to:</b>	EST Lead/AHT for behaviour/HOY
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	
<b>Important Functional Relationships:</b>	<u>Internal:</u> Teaching and Support Staff, Students, Head of Departments, Head of Year, SEN Department, Headteacher, School Leadership Team, Premises Team  <u>External:</u> Parents, Governors, External Support Services, Cornwall Council, Other Schools

#### **Main purpose of the job:**

To play an active part in ensuring that the College's outcomes for target students are achieved; namely, that these students achieve and progress.

To be an active, resourceful and proactive in an Education Support Team that delivers responsive and effective support to students with SEND/SEMH/Behaviour etc.

To work proactively with others, and be personally driven to diagnose and remove specific barriers to learning for identified students

To gather relevant evidence to document progress and articulate this monitoring meetings with SLT.

To ensure that communication surrounding plans, actions and interventions is well articulated and understood.

To build and sustain a positive and working relationship with parents to help them help their children to overcome barriers to learning both inside and outside the school.

To be an active member of the school's safeguarding team.

To be part of a rota of staff required to do duties, staff reset and be on call and to work alongside HOY and AHT for behaviour.

#### **Principal Responsibilities/Duties:**

##### **1. Supporting the student**

- To deliver individual support to targeted students.
- To be the EST Lead for the designated year group, providing targeted support and linking with relevant staff (as directed by Line Manager/AHT).
- To liaise and meet with parents/carers, and external agencies.
- To establish a supportive relationship with the student(s) and treat them consistently, with respect and consideration.
- To engage the family of each identified pupil through regular contact, progress updates and celebration of success.
- To maintain appropriate records of support as part of the college's additional funding claim/assessment diagnostics.
- To assist with other duties needed including exam invigilation.
- To maintain a high level of awareness of the principles of safeguarding and child protection as they apply to vulnerable students and report/record/act with immediacy.
- To record keep as appropriate.

### **3. Supporting the Education Support Team and Teaching Staff**

- Joining specific transition evenings and events that gain a greater understanding of SEN/Behaviour/SEMH and share knowledge.
- Complete investigations as directed.
- Any duties that are required to aid the smooth running of the day to day role of EST as directed by the EST Lead.
- To be a school first aider, administering first aid and dispensing medically prescribed controlled drugs and to be responsible for sick children and staff within the school.
- To do break and lunch duties to ensure the highest standard of behaviour.
- To support the implementation of whole school uniform policy and to take appropriate action in the light of uniform referrals.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.

### **4. Supporting the EST Lead, Pastoral team, HOY and SLT**

- To contribute to reviews of students' progress.
- To attend relevant INSET.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To be responsible for his/her own self-development on a continuous basis.
- Any other duties may be allocated by the EST Lead and SLT.

7 additional days will be allocated to shared responsibility and equitable coverage with other Tier 2 staff for; Summer School, Stepping Stones Day, subject review, Learning Event Evenings, Evening meetings (Behaviour Review Committee/pre-arranged meetings), additional administration time.

Date Prepared: May 2024

Job Description Prepared by: Assistant Headteacher, Penryn College

## PERSON SPECIFICATION

**Job title:** Educational Support Officer

**Person specification prepared by:** Assistant Headteacher, Penryn College

**Date:** May 2024

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Relevant Experience</b>	<p>Experience of working with pupils within a learning environment.</p> <p>Experience of supporting children in a learning environment with SEN/Behaviour.</p>	<p>Relevant experience to include providing specialist support within speech and language/Autism and with specialist pupil groups.</p> <p>Proven record in working with hard to reach and/or vulnerable students, their parents and teachers.</p> <p>Good understanding of safeguarding and child protection</p>	<p>Application form.</p> <p>Interview.</p>
<b>Education &amp; Training</b>	<p>Good levels of literacy and numeracy to GCSE Grade 5 (C) or above or equivalent qualification in English Language and Maths.</p> <p>A good understanding of behaviour/relationship remediation strategies.</p>	<p>Child Protection training</p>	<p>Application form.</p>
<b>Special Knowledge &amp; Skills</b>	<p>Understanding what limits progress for students and how to overcome these barriers.</p> <p>To be confident in communicating with parents, carers, visitors and outside agencies.</p> <p>Organisational skills to ensure plans are communicated and delivered to the highest possible standard.</p> <p>Communication skills to motivate difficult students and parents to engage and take responsibility for their learning.</p> <p>Advocacy skills to involve, communicate and motivate staff to work with the most difficult students.</p> <p>Mentoring Skills.</p> <p>ICT skills – able to support learning through ICT.</p> <p>Knowledge of statutory frameworks relating to teaching.</p>	<p>Ability to use data to set targets for progress and to review achievement against these targets.</p> <p>Knowledge and creativity to plan an inspiring programme based on a student’s needs to make academic progress despite their social and behavioural difficulties</p> <p>Knowledge of a range of issues relevant to education and child development.</p>	<p>Application form.</p> <p>Interview.</p>
<b>Any Additional Factors</b>	<p>Self-motivated and proactive.</p> <p>An interest in pupils, ability to relate well to children and adults.</p> <p>Ability to work to deadlines and methodical approach to work.</p>		<p>Interview.</p>

	<p>Able to work own initiative and have a flexible approach.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		
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