# **Educarer PERSON SPECIFICATION**

**Job Title: Edu-carer / Learning Support Assistant Pay Band: C1**

NB. Essential criteria are the qualities that candidates must have to do the job. Desirable criteria are the extra qualities that will enhance a candidate’s job performance and aid short listing. You are able to demonstrate that you meet these criteria through a variety of ways – for shortlisting purposes this is through your application form; if selected your certificates; the interview process and your references will confirm that you meet the specification.

| **Attributes** | **Essential** | **Desirable** |
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| **Knowledge, Experience and skills: general** | * Have excellent literacy and numeracy skills * Have excellent ICT skills to support both teaching and learning and relevant record keeping. * Demonstrate expertise and skills in understanding the needs of all pupils – attend to the pupils’ personal needs, and implement related programmes, including social, health and medication, physical and hygiene matters. * To be have sound knowledge and experience of implementing policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. * Effectively lead the supervision of and engagement of small groups of pupils. * An understanding of principles of data protection and confidentiality. | * Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with leaders and accessing relevant professional development to improve personal effectiveness. * Demonstrate a level of subject, curriculum knowledge and/or TLG approach and apply this effectively in supporting teachers and pupils. |
| **Knowledge, Experience and skills: Delivering Medical Interventions** | * Communicate effectively and sensitively with parents and professionals, establish excellent working relationships with them, act as a role model at all times, and respond appropriately to individual needs. * Experience of managing medications – compliance with policy, storage, paperwork etc. * Experience of minimising impact of medical interventions to ensure learning opportunities are maximised. * Knowledge of health care plans and their delivery. * Basic First Aid at Work training | * Recent training of complex medical interventions. * Managing medication qualification (level 2/3). * Full First Aid at Work qualification. * Understanding of the DfE guidelines on managing medications. |
| **Knowledge, Experience and skills: Supporting Learning** | * Minimum of 2 years’ relevant experience or as a learning support assistant (level 1 - B1) * Promote and facilitate increasing independence in all areas, including teaching and learning, social and community skills and self-care skills. * Experience of working with pupils with additional needs / Use planned, effective behaviour management strategies consistently, reporting difficulties as appropriate. * Maintain a stimulating and safe environment by organising and managing physical teaching space and resources. * Communicate effectively and sensitively with children and young people, establish excellent working relationships with them, act as a role model at all times, and respond appropriately to individual needs. * Understand their roles and responsibilities with the classroom and whole school context recognising that these may extend beyond a direct support role. | * Total communication approach - OOR, Intensive Interaction, Makaton, Symbols etc. * Understanding and or experience of Restorative Practice. * Recent training related to learning difficulties and disabilities. * Demonstrate an informed and efficient approach to teaching and learning by delivering learning to pupils as directed by the teacher and implementing related personal programmes where appropriate. * Promote and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities. |
| **Personal and Professional Conduct** | * Demonstrate proper and professional regard for the ethos, policies and practices of the school. * Demonstrate positive attitudes, values and behaviours, which develop and sustain effective relationships within the school community. * To attend all meetings as directed by teacher or senior leaders. * Work constructively as part of a team, understanding classroom roles and responsibilities and their role within these. * Have regard for the need to safeguard pupils’ well-being. * Uphold values consistent with those required of teachers by respecting individual differences and cultural diversity. * Commit to improve their own practice through self-evaluation and awareness. * To effectively engage with the school’s performance management system. * Accuracy and attention to detail. * Prioritise and manage own time effectively. | * Have regard for the need to safeguard pupils’ well-being by following relevant statutory guidance along school policies and practice. |
| **Working with others** | * Recognise and respect the role and contribution of other professionals, parents and carers * Appreciate and support the role of other professionals and to support the class teacher with their role in this regard * Understand their responsibility to share knowledge to inform planning and decision making * Understand their role in order to work collaboratively with classroom teachers and other colleagues | * Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them and in particular to gather/report information from/to parents as directed * Communicate their knowledge and understanding of pupils to other staff members, health and social care professionals so that informed decision making can take place at all times |