



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: Co-educator (Autism Hub)

Line Manager: Dorinda Kerrigan – Assistant Head of Enhanced Provision

Location: Passmores Academy

Performance Management Reviewer: Dorinda Kerrigan – Assistant Head of Enhanced Provision

Key responsibilities:

Supporting The Student

- Drawing on the knowledge of various forms of special needs, to develop an understanding of the specific needs of the children concerned.
- Taking into account the needs of the children, to aid them to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the child is able to use equipment and materials provided
 - motivating and encouraging the child as required
 - assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting, presentation etc.
 - helping pupils to concentrate on and finish the work set
 - meet physical needs as required whilst encouraging independence
 - liaising with Teachers, devising complementary learning activities
- To establish a supportive relationship with the children concerned.
- To encourage acceptance and inclusion of the children
- To develop methods of promoting/reinforcing children's self-esteem
- Supporting students on school trips, as appropriate
- Supporting students during various examinations / assessments
- Supporting and/or visiting students on work experience
- Supporting students when visiting college
- Working 1:1 with students or with small groups
- Mentoring of students, as directed by the SENCO.
- To be assigned as the "key worker" for identified students on the SEN profile and liaise with parents and outside agencies for these students.
- Attend Annual Reviews and support the Team leader in monitoring Individual Education Plans and Reviews

Supporting the Teacher

- To assist, with the Teacher (and other professionals as appropriate), in accordance with the co-educator standards
- To maintain records of specified students following the school's agreed format
- To provide information on a student for Teachers, on request
- To participate in the evaluation of the support programme
- Liaison with Teachers over provision of work for students on the SEN profile absent from school, as appropriate.
- To undertake classroom observations, as required, or as requested
- To be a source of general information for an identified specialism within the Inclusion team

Supporting the Department / Academy

- To liaise, advise and consult with other members of the team supporting the children when asked to do so.
- To contribute to reviews of the pupils progress and attend any relevant meetings
- To distribute and collate round robins for Annual Reviews for those statemented students where you are a key worker and carry out target review tests.
- To attend relevant in-service training
- Supervising lunchtime activities
- To assist the Inclusion Services Assistant and Team Leader in maintaining his/her timetable (both on the system and in the Co-Educator folder), ensuring it is up to date at all times.
- To ensure the Inclusion Service Assistant is aware of your location at all times.
- To be aware of school procedures and follow our relationship charter
- To liaise with the Team Leader to report any problems regarding levels of support in class.
- To undertake any administrative tasks as and when required.
- To assist the Examinations Team and Team Leaders with access arrangements for examinations/tests for all pupil

Whole School

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.

- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed by a co-principal to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Vic Goddard
CEO
October 2023**