



JOB DESCRIPTION

SEND Co-Educator

REPORTS TO:	Class Teacher / SENCO / Head of School
PAYSCALE:	Band 2 MID, Point 3-5 (£17,560.81 - £18,132.81) including outer fringe allowance
LOCATION	Cooks Spinney Primary Academy and Nursery
TERMS:	32.5 hours per week 39 weeks per year (term time only + inset days)
CONTRACT:	Fixed term, part time Starting 1 st September 2024 until 31 st August 2025

PURPOSE OF THE JOB

- To provide efficient and effective support for a student with additional needs and to assist in their integration with the main Academy.
- To ensure that the special needs of the student, as described in the statement of Educational Needs / Education, Health & Care Plans are supported.

Liaison with:

- The post-holder is expected to liaise with teaching staff, associate staff, Head of School, Senior Leaders, parents/carers and external support services where applicable.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Supporting the Student

- To assist the student with accessing their personalised curriculum.
- To establish a supportive relationship with the student(s) concerned.
- To encourage acceptance and integration of the student(s) with special needs.
- To develop methods of promoting / reinforcing student's self-esteem and independence.
- To attend to student's personal needs, including help with social, welfare and health matters, including first aid.
- To deliver effective interventions where appropriate, under the direction of the class teacher, specifically tailored to the educational needs of the student(s).
- To understand and respect students' views so they can be supported effectively.
- To work under direction with individual students on planned programmes of social, emotional and behavioural development.
- To participate in the general supervision of student(s), ensuring that they adhere to acceptable standards of behaviour and personal hygiene.
- To respond to the material, physical and emotional needs of student(s).
- Some supervisory duties during lunchtime and break time(s).
- Regular Co-Educator duties to be assumed in hours not with student(s) with SEND.

Supporting the Academy

- To liaise, advise and consult with other members of the team supporting the student(s) when asked to do so.
- To attend relevant in-service training.
- To fully implement all Academy procedures and policies.
- To attend, as required, meetings about individual students and/or matters affecting the general running of the school.
- To participate in staff training days and external courses as may be required by the needs of the post and as identified by the Head of School.
- To be flexible and assist with other duties as and when required around the school
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.
- To actively engage in the performance review process.
- To continue personal development as agreed.
- To ensure that Health and Safety policies and procedures are followed

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – SEND Co-Educator

		Essential	Desirable
Qualifications and documentation	<ol style="list-style-type: none"> 1. GCSE English and Maths (A* - C) or Equivalent (Level 2 Basic Skills Literacy/Numeracy) 2. Enhanced DBS and validated references 3. Eligibility to work in the UK 4. NVQ Level 3 in Learning Support or other equivalent qualification / experience 	X X X	X
Experience	<ol style="list-style-type: none"> 1. Experience of working with young children 2. Experience working in a school or community club environment 3. Experience of working with safeguarding regulation 	X X	X
Knowledge	<ol style="list-style-type: none"> 1. Good knowledge of Microsoft Office 2. An understanding of the expectations of Ofsted Framework regarding effective teaching and learning 3. Current developments within all phases of education 4. Understanding of safeguarding requirements 5. Basic knowledge of first aid 	X	X X X X
Skills / Competencies	<ol style="list-style-type: none"> 1. Ability to relate well to children and adults 2. Ability to work independently 3. Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities 4. Attention to detail. 5. Ability to work to deadlines 6. Ability to prioritise tasks 7. Good numeracy/literacy/ICT skills 8. Good communication skills 9. Good organisational skills 	X X X X X X X X X	
Personal Qualities	<p>Characterised as:</p> <ol style="list-style-type: none"> 1. Professional working attitude 2. Shows initiative and demonstrates a 'can do' approach 3. Sensitivity to the needs of others 4. Flexible and adaptive approach to work 5. Reliable and trustworthy 6. Committed to safeguarding children 7. Values and behaviours suitable for working with children and young people. 8. Committed to equal opportunities 9. Commitment to the overall success of the Academy 10. Proactive, enthusiastic, optimistic and innovative. 11. Reliable and resilient with a strong sense of gravitas. 12. Emotionally intelligent and self-aware 13. Calm under pressure and flexible in approach. 14. A belief in the ability of children and young people to achieve and to overcome obstacles to their learning. Awareness of, and commitment to, equalities issues. 	X X X X X X X X X X X X X X X	