

## **Co-Educator**

Job title:	Co-Educator
Responsible to:	Senior Co-Educator
Responsible for:	N/A
Location:	Lower (x5) and Upper Academy (x6)
Salary Range:	Band 2
Working weeks:	39 weeks (Term Time + inset + twilight) and Parent/Open evening as required
Working Hours:	37 hours per week (08:00-16:00 Mon-Thurs and 08:00 – 15:30 Fri)

### **Purpose**

- To provide support for students and teaching colleagues in order to raise standards of achievement for all students.
- To be a champion for all SEN students

### **Principal Accountabilities and Key Tasks:**

- To work in partnership with class teachers to support learning in line with Academy expectations focusing upon students with SEN
- Provide general support and will also offer support in specific areas
- Provide support to students including those with learning, emotional, behavioural, communication, social, sensory or physical difficulties
- Work with individuals or small groups of children with SEN under the direction of teaching staff, familiarising themselves with the individuals needs for students
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Establish positive relationships with students and encourage participation
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To attend to students' personal needs including help with social, welfare, physical care and health matters including toileting, dressing, feeding, mobility etc as requested by the Academy
- Supervise students for limited and specified periods including break-times if required
- To assist with escorting students on educational visits
- Develop positive and supportive links between home and the Academy by meeting and communicating with parents and carers as needed
- To produce accurate reports, letters and other documents as needed regarding the role specialisms
- To undertake general administration associated with this role, for example updating display boards, filing, photocopying, letter and email composition and reply, answering queries, taking messages etc.
- To attend meetings relating to the role specialisms
- To be an Academy First-Aider if required
- To attend Academy CPD and external training as required

- To undertake duties (break, lunch, before and after Academy student times) as required. Lunch duties will be paid in accordance with pay arrangements in place at the time
- To undertake any other reasonable duties as directed by the Academies.

**Person Specification** (E= Essential, D= Desirable)

- NVQ level 4 or equivalent (D)
- 5 GCSE Grade C or above including English and Mathematics (E)
- Experience of working within a school/academy (D)
- Evidence of the ability to work independently, using own initiative and be able to make decisions confidently (E)
- Strong experience of office procedures and administration (E)
- Good interpersonal skills (E)
- Good Microsoft Office skills (E)
- Strong organisational skills / Multi-tasking ability (E)
- Excellent interpersonal skills with clear and concise communication (E)
- High attention to detail (E)
- Work within a busy and fast paced environment (E)
- Composure under pressure (E)
- Work constructively and flexibly as part of a team, understanding others roles and responsibilities (E)
- Ability to identify own training and development needs and participate in on-going training (E)