



## Education Support Worker

Middlewich High School

£26367 – £28789 (Actual Salary)

Grade 7 – SCP 18 to 23 - £30,559 - £33,366 (FTE)

Job Description & Person Specification

### Job Description

#### Reporting to

Achievement Lead

#### Purpose of the role

Provide a complementary service to school staff and pupils which addresses the needs of individual and targeted groups of pupils in order to help improve self-esteem and raise standards of achievement. Consult and liaise with the schools concerned and relevant personnel in the LEA, particularly in the education welfare service and Behaviour Support Team.

#### Main responsibilities

1. Work alongside school staff to identify pupils who may be at risk of failure.
2. Work with colleagues to monitor and review the needs of identified pupils.
3. Work directly with the students and their families to identify barriers to learning, establishing personal action plans and pastoral support plans as appropriate, which may include referrals to outside agencies.
4. Establish and maintain supportive relationships with pupils with the clear aim of developing strategies which re-engage them with education in the wider sense.
5. Contribute to the school's behaviour management system through the on-call system, respond accordingly and work with pupils and staff to reintegrate pupils back into the classroom alongside the inclusion manager.

6. Within a framework prescribed by the school, prepare, plan and implement individual, group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
7. Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding Individual Education and Behaviour Plans for pupils.
8. Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
9. Monitor and review personal action plans and pastoral support plans, where in existence, and report on a regular basis to appropriate pastoral leaders
10. Attend relevant Teaching and Learning and Welfare meetings to provide data and written progress reports which may be required.
11. Liaise on a daily basis with Heads of House and carry out relevant duties as directed.
12. Carry out relevant duties such as lesson changeover duties as required.

Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
GCSEs at grades 9 to 4 (A* to C) including English and Maths		✓
Proven success in improving student outcomes within a school		✓
<b>Experience</b>		
Experience of working with children		✓
Successful experience in more than one school.	✓	
<b>Knowledge &amp; Skills</b>		
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning		✓
Skills and expertise in understanding the needs of all students		✓
Excellent verbal communication skills & active listening skills		✓
Knowledge of guidance and requirements around safeguarding children		✓
Understanding of roles and responsibilities within the classroom and whole school context	✓	
<b>Interpersonal Skills</b>		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
<b>Personal Qualities</b>		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓