

Job Description**Job Title:** Care & Teaching Support Assistant (named student)**Location:** Greensward Academy**Hours of work:** 32.5**Reports to:** Education Support Manager**Responsibilities:**

- To provide daily support for a named student during the school day
- To attend to students' personal needs, including support in social, welfare, care and health matters, including where appropriate, toileting, dressing, feeding and mobility
- To support the students' use of ICT and other skills in developing independence
- To support students in physical activities and education where appropriate
- To establish positive relationships with students supported
- To support the student during timetabled and non-timetabled lessons, providing support in using resources and explaining and completing tasks
- To support students in external examinations in accordance with their dispensations
- To understand specific learning and care needs and provide appropriate support
- To maintain necessary records as directed
- To participate in appropriate professional development

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Care & Teaching Support Assistant (named student)

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Right to work in the UK 	<ul style="list-style-type: none">
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Numerate Literate 	<ul style="list-style-type: none"> NVQ or similar qualification in an area related to Caring for Children
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Budget (size and responsibilities)	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Patience Tolerance 	<ul style="list-style-type: none">



		<ul style="list-style-type: none">• Ability to use IT systems to support student both in class and for remote learning if required• Ability to work on own initiative• Ability to work as part of a team• Ability to understand, explain and assist with work as set by the class teacher• To provide daily support, including personal care, for a named student during the school day	
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Ability to travel as required	<ul style="list-style-type: none">•
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave	



		<ul style="list-style-type: none">○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Show a commitment to promoting the welfare and safeguarding of children and young people● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	<ul style="list-style-type: none">●