**Job Description**

**Education Support Worker**

**Responsible to:** Education Service Manager (and Head of Education)

**Salary Scale:** Scale points 15-22 (£23,934 to £28,404 pro rata for part-time),

(£21,172 to £25,126 for term-time 46 weeks)

(after 5 years’ service £21,632 to £25,672 for 47 weeks)

**Working Hours:** 37.5 hours per week, Monday to Friday, term time, 8.30 am-4.00 pm

**Location:** Required to work across the Seamab campus for Education.

**Job Purpose:**

The Education Support Worker will provide support for individual children and groups of children to enable and enhance their learning and promote attainment and achievement. The Education Support Worker will also undertake a wide range of activities which support education, with regard to the supervision, safety, care and wellbeing of all children.

Duties and responsibilities:

Education Support Workers will act as a positive role model for pupils and provide individual children and groups with support, working across Seamab.

**Responsibilities in relation to children include:**

* developing and establishing positive relationships with children;
* managing challenging behaviour and promoting positive behaviour;
* supporting children in their emotional and social development and promoting their self-esteem, confidence and resilience;
* working with individual children and groups of children in classrooms and outdoors
* working within individual care and education plans for children.

**Responsibilities in relation to educating and learning include:**

* supporting in classroom management and assisting with general administration;
* providing support and activities that help children to access the curriculum and positive learning experiences;
* supporting individual children to engage in education, helping them to focus on lessons and tasks;
* encouraging acceptance and inclusion of all children in class and help children overcome their barriers to learning; and
* contributing to a positive classroom and school environment, supporting children to become successful learners, confident individuals, responsible citizens and effective contributors.

**Responsibilities in relation to working with others and in teams:**

* working effectively and as part of a multi disciplinary team with teachers, teaching specialists, therapists, care workers, support services staff and managers;
* attending and contributing to meetings about individual children, classes and groups;
* contributing to required recording about individual children, classes and groups; and
* promoting the Curriculum for Excellence across Seamab.

**General duties and responsibilities:**

* having an awareness of confidentiality and work appropriately within guidance and codes of practice;
* preparing for and participating in annual reviews, and actively undertaking learning and training;
* promoting the physical and emotional safety of children at all times and complying with Seamab’s child protection policies and procedures;
* complying with relevant practice guidance, legislation and Seamab’s policies and procedures; and
* having an awareness of health and safety and contributing to work in this area as required and appropriate.

**Other duties:**

* To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined.