



Newfield

Inspire | Support | Achieve | Together

Job Title **Senior Education Health Care Assistant**

Job Role **Education and Health Care Support**

Grade **Grade E (SCP 9-15)**

Job Purpose

1. To provide support to individuals, and groups of children, under the direction/supervision of teaching/senior staff to access outcomes as outlined in each individual's Education Health Care Plan (EHCP)
2. To support education, health, medical, physical and general care needs following agreed plans
3. To promote effective communication for all pupils using a range of agreed strategies e.g.: Makaton, PECS, Hi-tech communication aides etcⁱ
4. To assist the teacher in the management of pupils and the classroom
5. To assist the teacher in the whole planning cycle and the management/preparation of resources

As part of meeting professional standards, the job will require the post holder to achieve, and maintain, a competent standard of specific skills, knowledge and understanding as required in the detailed job description, following a full competency-based training and support programmeⁱⁱ.

Support to Pupils

1. Establish good working relationships with pupils acting as a role model and being aware of and responding appropriately to individual educational and care needs.
2. Using specialist skills, training and experience to provide support to pupils, ensuring their safety and access to all activities.
3. To provide support by implementing the requirements of each individual's education, health and care plan. This will include;
 - supporting pupils to work on individual objectives in lessons
 - working with children on individual programmes provided by Speech & Language, Occupational and Physio Therapy, also Sensory Integration, Specialist teachers, e.g.: VI/HIⁱⁱⁱ
 - supporting pupils with all aspects of personal medical/health, hygiene, care and physical needs, including;
 - a. moving and handling needs^{iv}
 - b. enteral feeding^v
 - c. assisted eating programmes^{vi}
 - d. toileting programmes and changing children where appropriate^{vii}

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as it's number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School.'

- e. administration of medication (both daily and emergency) as directed in Health Care Plan^{viii}
 - f. meeting specific medical needs as detailed in the Health Care Plan, including respiratory care needs^{ix}
 - supporting children's behaviour utilising positive support strategies^x
 - ensuring children's pastoral care and well-being
 - supporting children with swimming pool/hydrotherapy programmes^{xi}
 - carrying out first aid^{xii}
4. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher

Support for Teachers

- 5. To work with the teacher to plan lessons. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement,
- 6. To direct and supervise pupils inside and outside the classroom, under the direction of the teacher or senior member of staff
- 7. To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil's needs Occasional supervision of classes during short term absence of teachers
- 8. To gather/report basic information from/to parents/carers as directed
- 9. To assist with supervision of pupils within the classroom
- 10. To support the teacher with monitoring and evaluation of learning and activities through the Evidence for Learning framework
- 11. To support the teacher in managing positive pupil behaviour in line with the school policy
- 12. To prepare classrooms as directed for lessons and clear afterwards
- 13. To be responsible for mounting and the displaying pupils' work and displays.
- 14. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested
- 15. To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teachers supervision
- 16. To prepare and maintain equipment/resources (using ICT as appropriate) as directed by the teacher and assist pupils in their use.
- 17. To provide clerical support for teachers (e.g. basic pupil record keeping, photocopying, filing, collecting money, checking deliveries^{xiii}) under the direction of the teacher/senior staff

Support for the School

1. To be aware of and comply with all school policies including having due regard to safeguarding and health and safety
2. To report all concerns to a nominated person in the areas of:
 - Designated Senior Lead - safeguarding/child protection
 - health and safety
 - behaviour support
 - E Safety Co-ordinator - ICT and E Learning
3. To maintain confidentiality, including data protection
4. To contribute to the overall work and ethos of the school
5. To work as part of a team and support the role of other people in the team
6. To attend and participate in meetings as required, providing verbal and written contribution if required
7. To undertake professional development through training and other learning activities including performance management, as required, in order to maintain the requirement of the role
8. To accompany teaching staff and pupils on visits, trips and out of school activities as required

Person Specification Form – Senior Education Health Care Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification	D	A
Experience Experience of working with or caring for children or adults with special educational needs Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Ability to organise classroom resources Fluent written communication in English ^{xiv} Fluent verbal communication in English ^{xv} Knowledge of the concept of confidentiality Basic knowledge of First Aid Ability to use relevant technology Flexible attitude to work Ability to support pupils in swimming pools and hydrotherapy pools ^{xvi} Ability to speak another language other than English – please specify languages you can speak in your application	E E E E E E E D E E D D	A/I/R A/I A/I/R A/I A/I A/I I A/I A I A/I A/ I
Other Commitment to undertake professional development. Commitment to support the ethos of the school in upholding the rights of children (UN Convention on the Rights of the Child CRC)	E E	A/I A/I

