



Beechfield Education Ltd. Job Description

Job Title: SEND Primary - Senior Education Engagement Assistant (Classroom Cover)

Sector: Education

Location: kaleidoscope School, Porthill, Staffordshire

Reports to: Line Manager

Company Information

Beechfield Education Ltd is founded by two managing directors who collectively have over 20 years-experience of working creatively to support vulnerable young people to raise their attainment and manage behaviours linked to attachment and trauma.

Our values are at the heart of what we do. They will help us to grow and continually reflect on our practice to ensure we are providing the very best service to the young people we support.

Staff will work alongside the Beechfield management and safeguarding policy to promote the welfare of young people. Staff members are required to complete level 1 safeguarding and online training within 3 months of commencing work with Beechfield Education, alongside reading the policies, and completing other training set out in the induction policy. (In line with keeping children safe in Education 2022).

Job Purpose

The senior education engagement assistant will be based at the Kaleidoscope school, which is a special school for primary aged children. Under the guidance of the line manager, you will be responsible for working in partnership with the whole school staff team, ensuring that all young people receive equal opportunities in their education, and you will help them to achieve their potential through a tailored curriculum with the appropriate support. This will enhance their skills and develop confidence. Our aim is to enable children to access the curriculum. The senior education engagement assistant will be part of a team working collectively to understand the individual needs of each young person at Kaleidoscope School to deliver a creative curriculum and provide the support required.

This role will also have responsibilities with personal and intimate care for identified children.



<u>Roles and Responsibilities</u>	Young people support: <ul style="list-style-type: none">• The senior education engagement assistant will work collectively with the team at Kaleidoscope and provide support to the young people who attend the school. You will be required to work flexibly to support children throughout the school in all classes.
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- Through a child-centred, empathetic approach the Senior Education Engagement Assistant will develop a trusting relationship with the children and young people, ensuring they understand their individual support needs and will work creatively to engage them in the activities throughout the school day.
- Support teachers and other staff within the academic sessions.
- Support the children and young people as they take part in extra-curricular activities.
- Ensure they are present and support with the extra-curricular activities when required.
- Provide verbal and/or written feedback on request to your line manager.
- Update behaviour on the online system
- Be responsible for tracking learners progress on the online system
- Create bespoke resources for the children's learning
- Support the teachers with deescalating incidents that may occur at Kaleidoscope School following the appropriate school policy and procedures.
- Work closely with the teachers and managers to ensure the support provided to children and young people is making a positive difference and adapt strategies when and if required.
- Activities will vary throughout the day to ensure the school is meeting the cognitive, physical, sensory and interaction & communication needs of the children. The Senior Education Engagement Assistant will support children with interventions specific to these needs when required.
- Information held is treated as confidential and held in accordance with GDPR.
- Ensure a work environment that protects people's health and safety and promotes welfare, and which is in accordance with the Health and Safety policies.
- Promote and safeguard the welfare of all children and young people you are responsible for, or encounter, reporting any concerns to the appropriate person (DSL) on the same day and management tier and follow all required procedures.
- You will also be required to support pupils with personal and intimate care and possibly with feeding over the lunchtime period for pupils who are identified to require support in this area. You will be required to work closely with parents, carers, and senior management to ensure all consent forms are completed, the correct products are purchased, and paperwork is completed at the end of each day reporting any issues or concerns to your line manager and/or DSL immediately.
- Attend and participate in regular meetings and training when required.

Please note that this is not an exhausted job description, and you may be required to carry out other tasks as directed by the management team.



	<p>Training:</p> <ul style="list-style-type: none">• You will be required to complete a set of training when commencing employment with Beechfield Education, these will be discussed at the start of employment.• Regularly review your training needs with your line manager and enhance your skills and knowledge when necessary.• Attend relevant training to ensure knowledge is up to date and appropriate to support young people.
<p>The Senior Education Engagement Assistant will work in line with Beechfield Education Ltd's company policies and complete training that is relevant to the role to ensure their knowledge is up to date and effective for the needs of the young people and your individual job role with Beechfield Education Ltd. You will also ensure compliance with data protection and input support to the whole staff team.</p>	