



# HALE SCHOOL

## JOB DESCRIPTION

<b>Date</b>	<b>March 2026</b>
<b>Position Title</b>	<b>Education Assistant (Special Needs) – Junior School</b>
<b>Reports to</b>	<b>Deputy Head of Junior School, Class Teacher and Learning Support team</b>

### Summary

The Education Assistant (Special Needs) will, under the guidance of the Deputy Head of Junior School, Class Teacher and Learning Support Team, work with students with additional educational needs, Special Educational Needs, Individual Education Plans or Individual Learning Plans, to support teaching and learning.

### Professional Responsibilities

- Be aware of key school plans, policies and procedures, especially the School Strategic Intent, Occupational Health and Safety Procedures, Pastoral Care and Child Protection Procedures.
- Participate in Performance Appraisal in order to enhance skills and expertise.
- Within your contracted hours, and as identified in Performance Appraisal Processes, undertake specific training such as may be required to enable you to provide the School with effective support. This may include accredited training, training in a particular area of Special Educational Needs, or in particular aspects of Literacy and Numeracy Strategies, in behaviour management or particular areas of learning needs. Training may be provided centrally or in school.
- Within your contracted hours, attend staff meetings as required.
- Understand the specific learning and physical needs of the students you support and know how to respond appropriately.
- Respect the confidentiality of students' information and respond sensitively to students' needs.
- Remain current with professional reading.

### Specific Duties and Responsibilities

- Work as part of the teaching team under the direction of the Deputy Head of Junior School, Class Teacher and Learning Support Team to support teaching provision and students' learning.
- Under the direction of the Deputy Head of Junior School, Class Teacher and Learning Support Team help to organise learning activities /resources.
- Support the Class Teacher to implement strategies for teaching and learning for individuals and groups of students, taking into account their specific needs.
- Support the teaching of the curriculum, under the direction of the class teacher. Be familiar with lesson plans, Individual Education Plan and Individual Learning Plans goals and learning objectives.

- Under teacher direction and where appropriate, monitor the progress of identified students, keep written records consistent with school systems and provide the teacher with feedback on pupil progress in relation to provision.
- Provide support for students' emotional and social development by encouraging and modelling positive behaviour.
- Ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed.
- Communicate and liaise with other members of the School Staff where appropriate.
- Disseminate information to staff in order to ensure the most effective provision for students' academic, emotional and social development.
- Under the guidance of the Deputy Head of Junior School, Class Teacher and Learning Support Team, respond to individual student goals.
- Direct parent enquiries to the students' class teachers.
- Carry out playground and afterschool duties as required.
- Attend excursions and incursions with students, in accordance with school policies and safety guidelines, providing assistance with students' care and welfare and with the learning activities undertaken.
- Under the direction of the Deputy Head of Junior School and class teachers, assist in the organisation of school events within contracted hours.
- Undertake any other reasonable duties from time to time as may be directed by the Headmaster/Head of Junior School or his/her nominee.

### **Other**

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

### **Child Protection**

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people.
- Ensure your interactions with children and young people are positive and safe.
- Provide appropriate support and supervision of children and young people in your care.
- Act as a positive role model for children and young people.
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check.
- If appropriate meet professional standards for teachers and maintain teacher registration.
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.