

JOB DESCRIPTION



Job Title:	Education Specialist
Contract:	Bank Staff (Hours to be confirmed upon assignment)
Salary:	Hourly rate / PAYE (Determined by qualifications and teaching experience in accordance with our requirements – see page 4 and 5.
Line Managed by:	Education Coordinator (assigned upon placement)

Main Purpose of the Role

The purpose of this role is to provide a holistic and nurturing service for the students we place with an Education Specialist, whilst delivering bespoke programmes to break down barriers, support their learning as well as securing their physical, intellectual, emotional and social development. The main objective is to help prepare a student for successful integration back into education or employment.

Accountabilities and Responsibilities

Summary:

In this role you would be responsible for planning and delivering student-centred sessions on a one-to-one basis over a set period; either online, in the student's home or in another suitable location risk assessed and approved by the company. You would also be required to provide reports, plans and risk assessments which help determine your student's progress.

Your responsibilities will include:

- planning and delivering one-to-one sessions, either face-to-face and/or online (via the company's digital learning platform), based on each student's educational targets, which are harmonised with the student's interests and sometimes complex needs.
- using the company's online reporting system to evidence learning and assessments, and to provide reports and risk assessments.
- embedding ongoing safeguarding practices in your work.
- communicating regularly and effectively with your line manager.
- having regular access to your car and/or public transport as regular travel is essential.
- attending meetings with clients or external agencies to discuss students' progression and development as required.
- completing ongoing training as required as part of your ongoing CPD.

Please note: due to COVID19, you could be required to work from home and therefore will need to provide your own computer and have a suitable environment at home to deliver online sessions.

Safeguarding

Our company is founded on safeguarding principles and this is evident not only throughout the our policies and procedures but is demonstrated through our staff's dedication and commitment to keeping children safe.

The recruitment process shares and reflects this ethos, and due to the stringent and rigorous checks implemented, we ensure that only the most suitable candidates will be considered. The checks include:

- employment and character reference checks
- enhanced Child and Adult DBS checks
- teacher checks
- ID, Right to Work and proof of address checks
- validation of UK and international qualifications and training
- International Police Checks (if applicable)

Equal Opportunities

We are committed to ensuring equal opportunities for all staff and clients. Fresh Start aims to provide a working environment in which staff can realise their full potential and participate in successful work practices irrespective of their protected characteristics and or socio-economic background, or membership or non-membership of a trade union.

Our philosophy is to promote a culture of inclusion and diversity, in which all those connected with Fresh Start can feel proud of their identity, and able to participate fully in all aspects of the services we provide. To create conditions in which this goal can be realised, we are committed to identifying and eliminating discriminatory practices, procedures and attitudes. We also expect staff to support this commitment and to assist in its realisation in every way possible.

Probation and Appraisals

Lesson observations and reviews are carried out to provide Education Specialists with feedback and the opportunity for development both personally and professionally.

Benefits

Fresh Start in Education Ltd. believes in investing in its staff and wants to make working for the company an enjoyable and rewarding experience. So, as well as being a part of a national team of specialists, you would benefit from:

- length of service awards
- Annual national training day
- Free financial, wellbeing and advice service
- Facebook forum
- Work related travel expenses
- Up to £15 per session for activities, materials and resources
- £90 overnight allowance if staying away

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.

Person Specification

Description	Essential	Desirable
Education/ Qualifications/ Professional Bodies		
GCSE English GCSE grade C and above or equivalent.	Y	
Educated to A-level or equivalent i.e. BTEC, NVQ Level 3.	Y	
Graduate qualification in either Education, Special Educational Needs or equivalent.		Y
Recognised Teaching qualification in either Primary, Mainstream or Special Education.		Y
Knowledge, Skills and Experience		
Demonstrate breadth and depth of experience of SEND across a wide range of settings.	Y	
Demonstrate skills in developing and maintaining resilient relationships with students, parents and carers alike.	Y	
Experience of academic programme development and delivery specifically tailored to under achieving students and those with barriers to learning.	Y	
Confident and calm communication skills with the ability to communicate concisely, clearly and persuasively, especially when under pressure.	Y	
Highly organised with strong administration skills and experience of managing a busy workload and effectively meeting short and long term priorities.	Y	
Computer confident, proactive and enjoys learning new IT systems, intermediate skills and knowledge of Microsoft Office and Internet programmes.	Y	
Attributes		
Demonstrates an empathetic and caring nature. Having a respect for equality of opportunity and diversity and works to actively promote an inclusive work environment & good working relationship with other staff, students and parents/carers.	Y	
Demonstrates a holistic and person-centred approach to teaching and the skills to adapt quickly to situations and performing consistently under pressure.	Y	
Demonstrates emotional resilience and a non-judgemental approach at all times.	Y	

Pay Scales for 'Bank Staff Education Specialists' (BSESA)

QUALIFIED TEACHER RATES: £16.54 to £30.71 per hour

In order to be considered for this pay rate you must provide satisfactory evidence of a recognised teaching qualification for mainstream education within the United Kingdom.

Pay Scale	Category	Details	Rates of pay	
			Per hour for contact time	Per Session for planning and reporting
Q1	Teacher with limited experience	Up to 2 years' experience in an education establishment (or similar) working with SEN or students with challenging behaviours on a 1:1 basis.	£16.54	£10.40
Q2	Teacher with moderate experience	Between 3 – 5 years' experience in an education establishment (or similar) working with SEN or students with challenging behaviours on a 1:1 basis.	£18.90	£10.40
Q3	Teacher with experience	Between 6 – 10 years' experience in an education establishment (or similar) working with SEN or students with challenging behaviours on a 1:1 basis.	£21.26	£10.40
Q4	Experienced Teacher	Between 11 - 15 years' experience in an education establishment (or similar) working with SEN or students with challenging behaviours on a 1:1 basis.	£23.62	£10.40
Q5	Experienced SEN Teacher	Between 16 – 18 years' relevant experience with a strong emphasis on SEN and student intervention. Working in schools / education establishments (or similar) with students in and out of classrooms, small groups and 1:1.	£26.00	£10.40
Q6	Highly experienced SEN Teacher	Between 19 – 22 years' relevant experience with a strong emphasis on SEN and student intervention. Specific training and CPD in SEN, SEMH or similar.	£28.35	£10.40
Q7	Highly experienced SEN Teacher	23 years' + relevant experience with a strong emphasis on SEN and student intervention Specific training and CPD in SEN, SEMH or similar.	£30.71	£10.40

*Note: All rates are inclusive of 12.07% holiday pay to be paid on completion of assignment.

Pay Scales for 'Bank Staff Education Specialists' (BSESA)

UNQUALIFIED TEACHER RATES: £11.81 to £26 per hour

Pay Scale	Category	Details	Rates of pay	
			Per hour for contact time	Per Session for planning and reporting
UQ1	Tutor / TA with limited experience – 2:1 support only	Up to 2 years' relevant experience in an assistant / trainee role (as defined above), with limited experience working with children or young people.	11.81	£10.40
UQ2	Tutor / TA with some experience	Between 3 – 5 years' relevant experience in a assistant/ support role working with students in and out of classrooms, small groups or 1:1.	14.17	£10.40
UQ3	Tutor / TA with educational experience	6 – 10 years' relevant experience in an educational (or similar) establishment working with students in and out of classrooms, small groups or 1:1.	16.54	£10.40
UQ4	Experienced Tutor/TA/HLTA	11 – 15 years' relevant experience in an educational (or similar) establishment working with students in and out of classrooms, small groups or 1:1. Specific training and CPD in SEN, SEMH or similar.	18.90	£10.40
UQ5	Highly Experienced Tutor/TA/HLTA	16 – 18 years' relevant experience with a strong emphasis on SEN and student intervention. Working in an educational (or similar) establishment working with students in and out of classrooms, small groups or 1:1.	21.26	£10.40
UQ6	Highly Experienced Tutor/TA/HLTA in a supervisory position	19 - 22 years' relevant experience with a strong emphasis on SEN and student intervention. Specific training and CPD in SEN, SEMH or similar.	23.62	£10.40
UQ7	Highly experienced SEN Tutor	23 years' + relevant experience with a strong emphasis on SEN and student intervention. Specific training and CPD in SEN, SEMH or similar.	£26.00	£10.40

*Note: All rates are inclusive of 12.07% holiday pay to be paid on completion of assignment.