

## JOB DESCRIPTION



**Job Title:** Education Specialist  
**Contract:** Full-time / Permanent  
**Start Date:** 1<sup>st</sup> September 2022  
**Location:** Oxfordshire  
**Salary:** £22,000 - £28,000 per annum  
**Line Managed by:** Education Manager

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### Main Purpose of the Role

The purpose of this role is for you to provide a holistic and nurturing service for your students on a 1 to 1 basis, 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.

### Your responsibilities will include:

- planning and delivering one-to-one sessions 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
- travelling throughout Oxfordshire daily
- attending meetings with clients or external agencies to discuss students' progression and development as required.
- attending occasional staff meetings throughout the year at Fresh Start's head office in Folkestone, Kent. (the company will cover the cost of your travel and accommodation)
- completing ongoing training as required as part of your ongoing CPD

### Person Specification

Description	Essential	Desirable
<b>Education/ Qualifications/ Professional Bodies</b>		
GCSE English GCSE grade C and above or equivalent	Y	
Educated to A-level or equivalent e.g., 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
<b>Knowledge, Skills and Experience</b>		

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	
<b>Attributes</b>		
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	

### **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.

### **Safeguarding**

Fresh Start in Education Ltd. is founded on safeguarding principles, and this is evident not only throughout the company's policies and procedures but is demonstrated by the staff and Education Specialists through their dedication and commitment to keeping children safe.

The recruitment process shares and reflects this ethos, and due to the stringent and rigorous checks implemented, Fresh Start in Education ensure that only the most suitable candidates will be considered. The checks undertaken 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)

### **Probation and Appraisals**

Lesson observations, appraisals and reviews are carried out during each placement to provide you with feedback and the opportunity for development both personally and professionally.

There is a 3-month probation period to ensure that you perform consistently, have the right support and deliver a high level service required by the Company.

### **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:

- regular training and development opportunities
- work related travel expenses (45p per mile)
- up to £15 per session for activities, materials and resources
- £90 overnight allowance if staying away
- length of service awards
- car leasing and cycle-to-work schemes
- free financial, wellbeing and advice service
- discount vouchers (Cinema, eating out, shopping etc.)