



Education Specialist

Job Description

Fresh Start in Education Limited

Castle House | Castle Hill Avenue | Ground Floor | Folkestone | Kent | CT20 2TQ

Telephone 020 3409 6410



JOB DESCRIPTION



Job Title:	Education Specialist
Contract:	Bank Staff (Hours to be confirmed upon assignment)
Hourly rate:	£25 - £35 per hour
Line Managed by:	Education Coordinator (assigned upon placement)

Main Purpose of the Role

The purpose of this role is to deliver bespoke, student-centred programmes to each student you are placed with, supporting their academic, emotional and social development, with the end goal being to help each student overcome their barriers to learning and prepare them for successful integration back into education or employment.

Summary

This is a Bank Staff contract with Fresh Start in Education Ltd, not a permanent/full time position, where you will be paid an agreed hourly rate for your services. You would be responsible for planning and delivering student-centred sessions on a one-to-one basis across 2 to 5 sessions per week for an agreed period. The duration of a session varies between 3-5 hours in length and will take place either in the student's home or a suitable environment risk assessed and approved by the company. You would also be required to report on and provide evidence of your student's progress.

About the Company

Fresh Start in Education is a leading provider of specialist academic, emotional, and social support for vulnerable children, young people and young adults who struggle to or who cannot access education. The company provides one-to-one, holistic, and bespoke support packages for its students to overcome their barriers to learning with the aim to facilitate a successful transition into either education, apprenticeships, or employment.

Your responsibilities will include:

- planning and delivering one-to-one sessions with your student, based on their educational targets, interests and individual needs.
- having a creative, student-centred and non-judgemental approach to working with our students.
- providing reports and feedback to evidence your student's learning and development via the company's online reporting system.
- demonstrating a commitment to safeguarding through providing risk assessments and embedding ongoing safeguarding practices within your work.
- communicating regularly and effectively with your line manager on all aspects of your work.
- keeping your annual training up to date as part of your ongoing CPD.



To be considered for this role you will need:

- A minimum of 2 years' professional experience working with vulnerable children or young people.
- Experience supporting students with additional/complex needs and barriers to learning (i.e. ASC/GDD/ADHD/SEMH/trauma for example).
- Have an enthusiasm to engage and inspire students in their learning across Primary, Secondary or Functional Skill levels.
- Demonstrate an excellent and creative delivery of numeracy and literacy (as well as other subjects).
- Experience establishing safe and professional relationships with vulnerable students along with their carers and/or family members.
- Share the company's core values as well as our commitment to the protection, safeguarding and wellbeing of children and young people.
- Have the right to work and remain in the UK and hold an enhanced DBS certificate.
- Have regular access to your car and/or public transport as session locations can vary depending on the students you are placed with.
- A willingness to travel up to an hour from your home address.
- Have excellent communication skills and a good command of the English language, both written and spoken.
- Have good IT and computer literacy with access to your own smart phone and home computer/laptop.

Safeguarding

Our company is founded on safeguarding principles, and this is evident not only throughout 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)

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:

- Competitive hourly rate - £25 - £35 per hour
- Additional £15 per session available to use for resources and activities



- Subsidised travel and refreshments
- Free wellbeing and counselling service
- Discounts and savings vouchers for high street and online shops, cinemas and gyms
- CPD & training opportunities throughout the year
- Length of service awards
- Facebook forum
- £110 overnight allowance if staying away

Travel

For fuel expenses, Fresh Start in Education pays 45p per mile after the first 30 miles of a round trip each day. The company also contributes to public transport expenses by paying additional costs to standard forms of travel after the first £10.

Contract

This position involves engaging with us as a Worker, to provide short-term provisions as and when they arise. You will need to be available to deliver a minimum of two consistent weekly sessions between Monday – Friday 9am – 4pm. Each session is a minimum of 3 hours in length. You will work through a contract for service and will be paid via PAYE. You will be set an hourly rate (between £25 - £35*). We cannot guarantee a set amount of work for a set period of time. Our insurance covers the work you do for us.

*Please note this rate is inclusive of holiday pay and preparation and reporting time. If working as a support in a 2:1 placement, you will not be required to prepare or write reports and therefore your hourly rate will be adjusted to reflect this.

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.

Applying

In line with the statutory guidance Keeping Children Safe in Education (KCSIE 2023), all candidates must pass our strict processes to ensure their suitability to work with children and young people before being considered for work with us. As part of our commitment to safer recruitment, shortlisted candidates will undergo through background checks and additional online searches will be conducted. Due to the nature of this position you're required to fully disclose spent, unspent and protected convictions, cautions, reprimands and warnings.

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.

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.

Competencies

Competency	Effective behavioural examples
Working with others	Demonstrates confidence in influencing and explains things well to compel others. Fosters a working environment that promotes equality, fairness and respect. Holds staff to account for unacceptable behaviour. Inspires others. Sets clear objectives to drive year on year performance improvements.
Communicating with others	Shows understanding to others – their needs, roles, responsibility. Listens and clarifies to check understanding. Uses the most appropriate method, language, medium and style of communication for the situation and people involved.
Making effective decisions	Takes quick and well-thought-through decisions, seizes opportunities to move things forward. Thinks through the impact of decisions.
Taking personal responsibility	Holds self and others fully accountable for standards of performance. Successfully deals with a range of difficult and often complex situations without support or guidance from others.
Upholding ethics and values	Puts into practice the organisation's core values. Upholds principles of fairness and equality. Acts with complete integrity.
Coping with pace, setbacks and change	Adjusts quickly when priorities change and takes prompt corrective action when things go awry. Adapts well to pressured situations and executes good control.

Person Specification

Description	Essential	Desirable
Education/ Qualifications/ Professional Bodies		
GCSE English grade 4(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	