

# Heathlands School, St Albans

Required ASAP

## Education and Inclusion Officer

Heathlands is a special school for deaf children aged 3-16 set in beautiful grounds close to the city of St Albans. An exciting opportunity has arisen to join the staff of this vibrant, high achieving local authority special school for deaf children aged 3-18. In February 2023 Heathlands was graded as outstanding in all categories by Ofsted.

We are looking for a full time Education and Inclusion Officer (EIO) to undertake educational support activities, which complement and strengthen the work of qualified teachers of the deaf. This is a broad remit which includes support for deaf pupils with cover supervision, curriculum technician support, mentoring and admin work.

**Hours: 32.5 hours per week, term time plus 1 inset day (Monday – Friday 8:30am – 4pm).**

**Pay scale: H5 (£13.69 - £14.84 per hour depending on qualifications and experience)**

Candidates with qualification and/or experience of working with children are invited to apply. Proficiency in British Sign Language is essential. This is challenging, stimulating and rewarding work in a highly achieving special school.

Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check.

To apply for this position please return your application form and person specification form to: The Co-Headteachers, Heathlands School, Heathlands Drive, St Albans AL3 5AY. Email: [head@heathlands.herts.sch.uk](mailto:head@heathlands.herts.sch.uk)

For an informal discussion please telephone the school office on 01727 807807 to speak to a Co-Headteacher or contact the school by email to arrange a facetime discussion.

**Closing date: Friday 21 February 2025 at 12 noon.**

**Interview date: tbc**

# **Job Description**

## **Education and Inclusion Officer**

### **Grade H5**

#### **1. Purpose of the post**

To undertake educational support tasks and activities which complement and strengthen the work of qualified teachers.

#### **2. Main Areas of Responsibility**

To provide cover for the classes of absent teachers supervising work left for pupils.

- To provide in class support where timetabled.
- To undertake administrative tasks to support teaching staff.
- To assist in the management of pupil's behaviour ensuring appropriate procedures are followed and records kept
- To supervise pupils on internal seclusion
- To supervise sick pupils
- To supervise pupils during breaks and lunches
- To support pupils on inclusion programmes in local schools and/or colleges
- To assist in the organisation of external exams
- To support the work of the Audiology Assistant undertaking checks and basic maintenance related to auditory equipment
- To liaise with the ICT technician
- To offer technician support as necessary linked to specific curriculum areas (food tech and science)
- To mentor identified individual students to nurture positive SEMH.
- To undertake any task reasonably requested by the Co-Head Teachers

#### **3. Organisational Structure**

**Co-Headteacher**



**Assistant Headteacher**



**Education and Inclusion Officer**

#### **4. Knowledge, Experience and Training (person spec)**

- Qualifications in BSL (minimum level 2, level 3 desired)
- Qualification in working with deaf children and young people
- Evidence of being proactive on professional development relevant to this job
- An appreciation of the implications of severe and profound hearing impairment.
- Deaf Awareness and involvement in the deaf community
- An empathy with an understanding of the needs of secondary aged children
- Skills in managing the challenging behaviour of adolescents
- The ability to work flexibly and manage a demanding and potentially changeable workload
- Good interpersonal skills and the ability to liaise effectively with others
- The ability to solve problems using own initiative
- Ability to work as part of a team
- Good planning and organisational skills
- Good communication skills in written English
- Evidence of high academic achievement