

Job Description

Position: Education Assistant

Reports to: Manager and/or Lead Facilitator

Contract: Working flexible hours, including Saturdays

Location: Rugby, Warwickshire

About Circles Network

Circles Network is a UK-wide voluntary organisation based in Rugby, dedicated to building inclusive communities founded on justice, advocacy, empowerment, and friendship. We specialise in supporting individuals of all ages who are isolated or at risk of exclusion, due to disability and/or disadvantage. We operate a range of projects in different areas in the UK. Our dynamic and creative approach drives us to dream, dare, and do.

About the Academy

The Academy is Circles Network's Alternative Education provision. We support children and young people who struggle to engage in traditional educational settings. Through our academy spaces, students have access to tailored learning, and courses in hairdressing, beauty, English, mathematics, and more, alongside personal development programmes aligned with their Education, Health, and Care Plans (EHCPs).

Role Overview

As an Education Assistant, you will work with children and young people, helping them define their goals, overcome challenges, and achieve success. You will be part of a collaborative team, utilising your skills to enhance each student's learning experience while ensuring their safety and well-being. A strong commitment to safeguarding is essential.

Alongside your role in the Academy, you will be required to support other Circle's projects during the school holidays and on Saturdays.

Our Values of Inclusion

Circles Network operates with a deeply held belief in the value and potential of all individuals. Our guiding principles include:

- Every person has a voice and the right to be heard.
- Everyone has dreams and aspirations.
- All individuals possess unique strengths and qualities.

- People should have control over their present and future.
- Communities thrive when diversity is embraced.
- Everyone deserves to lead valued and meaningful lives.
- All individuals have the right to be included in their communities.
- Friendships and natural support networks are fundamental to well-being.
- **All means all.**

Key Responsibilities

- Provide high-quality, safe, and respectful support to children and young people, working closely with them and, where appropriate, their families.
- Maintain accurate records, contributing to the development of person-centred learning portfolios.
- Collaborate with colleagues across Circles Network, sharing expertise and learning from others.
- Offer tailored support, which may include:
 - Enhancing communication skills
 - Helping students achieve targets set by external agencies
 - Boosting self-esteem and confidence
 - Supporting the development of friendships and meaningful interactions
 - Assisting in emotional regulation and re-engagement in education
- Adhere to Circles Network's policies and procedures, including safeguarding and health & safety standards.
- Complete all mandatory training and participate in team and organisational meetings.
- Contribute to the growth of Circles Network through networking and information sharing.
- Provide transport for students when necessary.
- Support Circles Network activities and events as required.
- Undertake additional duties relevant to the role as directed by management.

Person Specification

Essential Criteria

- Strong active listening skills.
- A solutions-focused mindset, capable of supporting individuals in overcoming challenges.
- Excellent communication skills, adaptable to a diverse range of people.
- Genuine interest in supporting young people's development.
- Confidence in networking and engaging with new people.
- Reliability and strong time-management skills.
- Deep commitment to the values of inclusion.
- Proficiency in literacy, numeracy, Microsoft Word, and email.
- Fluent in English.
- Empathy and the ability to connect with people from varied backgrounds.
- Professional presentation and good personal hygiene.
- Friendly, patient, and able to work both independently and as part of a team.
- Willingness to undergo an enhanced DBS check.
- Familiarity with the local area.
- A positive and proactive attitude.

Desirable Criteria

- Relevant NVQ or equivalent qualifications.
- Experience working with children and young people with disabilities, learning difficulties, or mental health challenges.
- Experience of working alongside equine.
- Training and/or experience in Person-Centred Planning.
- Knowledge or training in therapies such as Neuro-Linguistic Programming, counselling, or Emotional Freedom Technique.
- Experience in marketing or public relations.
- Flexibility regarding working hours and locations.
- Background in teaching, training, or education.

- Strong knowledge of the local area.
- Proficiency in Makaton, British Sign Language (BSL), or alternative communication methods.
- Skills in a specific activity or craft that can be shared with young people (e.g., gardening, snooker, scrapbooking, sewing).

Join Us

If you are passionate about inclusion, education, and empowering young people to reach their full potential, we would love to hear from you. Apply today to become part of a team making a real difference in the lives of children and young people.