



Academic Support Teacher For September 2018

The School

Kimbolton Senior and Preparatory School requires a member of staff who is able to plan, lead and review small group and individual interventions that address personalisation of pupils' learning in the primary and/or secondary phase.

Academic Support at Kimbolton takes place in a variety of different forms to suit the needs of the pupil. The support can be tailored to a group, a pair or an individual through 'withdrawal' lessons at the Prep School. At the Senior School it is 1-1 withdrawal. The support aims to underpin the learning in class and support the underdeveloped skills that the pupil needs in order to better access the curriculum. Traditionally this involves development and reinforcement of English and Mathematics skills to 'close the gap' that exists between the pupil and their peer group. This support may be timetabled for a term, a year or longer depending on the needs and progress of the individual. Focussed plans of support are drawn up in conjunction with the staff, parents and pupil and these are shared and reviewed on a regular timetabled basis.

The post holder will need to be/have:

- QTS.
- In-depth knowledge about how to develop pupils' learning in both English and Maths in the primary and/or secondary phase of education.
- Experience of working with pupils in Key Stages 1-2 and/or Key Stages 3-4.
- Experience of planning and leading support in English and Maths across the Key stages 1-2.

The post holder will be expected to

- Lead group intervention and individual support programmes.
- Continue close liaison with parents and staff on pupil performance.
- Review pupils' progress in line with identified success criteria, identify further areas of support and write plans that set out these incremental development steps

Job Description:

CORE PURPOSE:	This post aims to facilitate flexible and timely small group and one to one interventions across Key Stages 1-2 and/or 3-4 in the core curriculum areas. It is imperative that our pupils make their expected levels of progress and the value of tailored intervention programmes has long been recognised as underpinning attainment in this respect.
REPORTING TO:	Head of Academic Support
HOURS	Term time only (34 weeks) Approximately 22.5 hours per week (0830 – 1530)
RATE OF PAY	Kimbolton School Payscale 3 (£28.83 per hour which includes holiday pay).

Purpose:

- *To complement teachers' delivery of the national curriculum.*
- *To work collaboratively with teaching staff.*
- *To provide support for pupils, teachers and the School in order to raise standards of achievement*

- *To encourage pupils to become independent learners.*

Main Duties of the Post Holder:

To implement and lead key intervention strategies, specifically:

Planning

1. Plan and prepare lessons for small groups and / or individual teaching across Key Stage 1-2 and/or Key Stage 3-4 participating in all stages of the planning cycle, including lesson planning, evaluating and adjusting lessons/work plans.
2. Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.

Teaching and Learning

1. Within an agreed system of supervision and within a pre-determined lesson framework, teach pupils in small groups and individually.
2. Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
3. Support the teaching of the National Strategies, assisting pupils to access the full curriculum. Be familiar with learning objectives and progress success criteria.
4. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
5. Use behaviour management strategies, in line with the School's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
6. Organise and safely manage the appropriate learning environment and resources.
7. Promote and reinforce a pupil's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
8. Assist the Head of Academic Support in encouraging acceptance and integration of pupils with learning needs as appropriate.
9. Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

1. With teachers, evaluate pupils' progress through a range of assessment activities.
2. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
3. Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
4. Assist in maintaining and analysing records of pupils' progress.
5. Contribute to programmes of observation and assessment as planned by the teacher or the Head of Academic Support and provide reports, evaluations and other information to assist in the provision of appropriate support for specific pupils.
6. Support the teaching staff with reporting pupils' progress and achievements at parents meetings.
7. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
8. Manage the compilation of records, information and data, and produce reports for analysis.

Professional Development

1. In liaison with the Head of Academic Support, undertake induction, appraisal, training and mentoring as appropriate.
2. Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.

3. Contribute to the overall ethos, work, and aims of the School by attending relevant meetings and contributing to the development of policies and procedures within the School. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant School policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Understand and implement the School pupil protection procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of pupils throughout the School.
4. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their pupil's attendance, access and learning, and supporting home to school and community links.
5. Assist teachers by, where appropriate, receiving instructions directly from professional or specialist support staff involved in the pupil's education. These may include social workers, health visitors, language support staff, speech therapists and educational psychologists.
6. Establish constructive relationships with pupils and interact with them according to individual needs.
7. Attend to pupils' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.

Range of decision making

1. To make decisions using own initiative where appropriate within established working practices and procedures.
2. The post holder will be expected to use good common sense and initiative in all matters relating to:
 - the conduct and behaviour of individual, groups of pupils and whole classes
 - the correct use and care of materials by individual and small groups
 - the safety, mobility (if required) and hygiene and well-being of the pupils.

Responsibility for assets and materials

1. To maintain the confidential nature of information relating to the School, its pupils, parents and carers.
2. To be responsible for the care of all equipment and materials, within the classroom/designated area of the School in conjunction with other members of staff.
3. The provision, use and storage of equipment and materials prepared by the post holder and used by the pupils with whom the post holder is working.

Other

1. Any other duties required by the direct Line Manager, Deputy or the Headmaster, which is within the scope of this post
2. At all times carry out duties with due regard to the School's Health and Safety policy.
3. To work within and encourage the School's Equal Opportunity policy.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. **Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.**
4. **Every member of staff has a responsibility to safeguard and promote the welfare of pupils.**

Method of Application

A completed application form, together with a covering letter addressed to the Head of Academic Support, stating why you should be considered for the role should be emailed to the School's HR Officer at recruitment@kimbolton.cambs.sch.uk by **9.00am Tuesday 20th March 2018**. Interviews will take place during the week commencing **26th March 2018**.

Notes:

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy is can be found on the website www.kimbolton.cambs.sch.uk/policies.