

JOB DESCRIPTION

Title of Post: Curriculum Access Practitioner

Responsible to: Assistant Principal, SEND Co-Ordinator, Need Leader, Class Teacher

Purpose of Job: To work under the direct instruction of teaching staff, usually in the classroom with the teacher but also within other settings, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

To support students with a range of special needs from profound to moderate learning difficulties - depending upon the student needs

Duties and responsibilities

Support for Students

- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. This may involve intimate care of children that are not yet toilet trained.
- Supervise and support students ensuring their safety and access to learning.
- Supervise and support students during breaks and lunch to include helping them with eating lunch and lunch time activities
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- To participate in additional training to update knowledge in medical / first aid in relation to individual student needs.
- Encourage students to act independently as appropriate.

Support for Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students work.
- To actively engage in the evaluations and feedback of students work
- Contribute to the maintenance of a safe, pleasant and stimulating teaching environment.
- Prepare materials as required by the teacher.

- Be aware of student problems/progress/achievements and report to the teacher as agreed.
- Contribute to formal and informal assessments and contribute to and attend Annual Reviews of students.
- Undertake student record keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Support for Learning

- Support with planning, preparation and delivery of activities for small groups of children under the direction of teacher.
- Lead on some activities for larger groups of children under the supervision of the teacher.
- Support students to understand instructions.
- Support students in using standard and specialised equipment as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute and uphold the overall ethos, work, aims and values of the College.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after College and at lunchtimes.
- Accompany teaching staff and students on visits, trips and out of College activities as required.
- A willingness to work across the College as directed by the Principal to support the needs and best interest of the students

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Curriculum Access Practitioner

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	GCSE English & Maths Grade A* - C or equivalent	Teaching Assistant Level 2
Knowledge/Experience	Specific knowledge/ experience required for the role	<p>Experience of basic administrative and clerical process and procedures</p> <p>Experience of working with young people with SEND</p> <p>Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, SIMS</p>	
Skills	Responsibility	Comprehensive understanding of confidentiality issues within a school environment	
	General	<p>A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work.</p> <p>To understand and support the differences in people.</p> <p>Health & Safety – An understanding of Health and Safety in the workplace</p> <p>A commitment to increasing your own learning and development through Continuous Professional Development</p>	
	Working with others	Relationships – Experience of forming	

		<p>appropriate and productive relationships with students, staff and parents</p> <p>Team work – Proven experience of effective team and independent working</p>	
	Communication	<p>Written – Ability to record basic information and undertake written tasks as required</p> <p>Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</p>	
Personal Characteristics	Behaviours	<p>A positive 'can do' attitude</p> <p>A relentless drive for improving the outcomes of students</p>	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	