

JOB TITLE	STUDENT SUPPORT MENTOR MANAGER (TERM TIME ONLY PLUS TWO WEEKS)
SCHOOL	CALUDON CASTLE SCHOOL
GRADE	Grade 6 – £24,964 pa to £30,785 – pro rata to the number of weeks worked each year = £22,120 pa to £27,277
HOURS	37 hours per week, term time only plus 5 teacher training days plus one week

Job Purpose :

- To manage a group of up to 20 staff within the student support team.
- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.
- Following comprehensive, professional training to deliver manual handling training to support staff.*
- To develop the student support team through the delivery of briefings and training.
- To deploy the student support team according to timetabled need on a daily basis as appropriate.
- To provide cover to identified classes.

Duties and Responsibilities :
OUTLINE RESPONSIBILITIES AND TASKS

- 1 To manage, motivate and develop the learning support team to ensure effectiveness of provision across all areas of curriculum support and identified cohorts of students by year group.
- 2 In developing the learning support team, deliver training to the team with a particular specialism in manual handling.*
- 3 Undertake a verified train the trainer course in safe people handling, carrying out refresher training as appropriate.
- 4 Through the support and guidance of the Director Finances and the Trust Facilities Manager, develop and undertake risk assessments in connection with manual handling and personal intimate care.
- 5 To oversee the team's workload and provide advice and help where necessary in order to meet deadlines and ensure students meet their aspirational goals.
- 6 To assist in the recruitment, selection, induction and development of the learning support team.
- 7 To contribute to the overall effectiveness of the team by actively promoting participation in identified training opportunities and improved working practices as necessary.
- 8 To provide cover for senior support staff and to provide representation for staff, in attending meetings and to act in a professional manner as representative for the team as whole.
- 9 To undertake performance review meetings and return to work interviews in accordance with school policy with the support of the Deputy Headteacher.
- 10 To take an agreed lead with the Deputy Headteacher in the analysis of data and outcomes and the introduction of continuous improvement projects in identified areas.

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Headteacher
Mrs M Marr

National Teaching School
designated by

National College for
Teaching & Leadership

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PGCE SCHOOL DIRECT

- 11 Effective use of IT, planning, organisation, lesson observations, evaluation and communication skills to ensure effective learning support provision.
- 12 Develop opportunities to facilitate and deliver manual handling training to additional staff across the Trust.
- 13 Ensure appropriate and accurate record keeping in relation to role including, but not limited to, training records, performance management reviews, school data systems.
- 14 Provide teaching cover for identified classes.

Under the direction and control of the classroom teacher or designated supervisor:

- ◆ Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- ◆ Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those students with special educational, physical or emotional needs.
- ◆ Monitor individual student's progress, achievements, homework and specific needs liaising with the responsible teacher as appropriate.
- ◆ Support a small caseload of students to achieve targets.
- ◆ Actively engage in the pre-determined educational activities and work programmes at an age and ability appropriate level, including the administration of tests, and the use of information technology as appropriate.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of students as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and discipline of students, provide support in accordance with the procedures of the school/service, reporting any difficulties as appropriate.
4. Promote student independence in learning, social and mobility skills, reinforcing the student's self esteem through praise and encouragement.
5. Ensure that students are able to safely use equipment and materials provided.

6. Provide support for individuals and small groups with local and national learning strategies particularly in Literacy and/or Numeracy.
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of students which will include:
 - assistance with the personal hygiene routines, e.g. toileting, toilet training, changing of incontinent children, dressing and undressing, personal intimate care.
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare
 - feeding students.
12. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. Support and contribute to the overall ethos/work/aims of the school.
14. Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
15. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.

16. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
17. Attend and participate in relevant meetings as required.
18. Assist the teacher in supporting volunteer helpers or students in the classroom.
19. Any other duties and responsibilities within the range of the salary grade.
20. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.

Carry out the duties of the post with due regard to the school's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures.

Postholder reports to : Acting Deputy Headteacher/HR Director
Support to : Acting Deputy Headteacher/HR Director

Responsible for : Up to 20 members of the student support team with the support of
The Acting Deputy Headteacher

**** Consideration would be given to a recognition payment on completion of the refresher training/full training for existing and new student support staff and other Trust staff as applicable.***