

## Job Specification

<b>Academy :</b>	Leeds City Academy
<b>Job Title:</b>	Student Support Worker
<b>Grade:</b>	B3 £18, 070 – £20, 138 (£15, 386 – £17,147 pro rata)
<b>Hours</b>	37 term time only plus 5 days
<b>Accountable to:</b>	Area Team Leader, SENDCO or Nurture Leader as appropriate to role

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### Role:

Purpose of job: You will work with individual and groups of students who are at risk of underachieving to accelerate progress in learning, behaviour, attendance or personal development. You will be expected to carry out any reasonable task required which falls within the scope of the purpose of the post.

*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.*

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### General Duties and Responsibilities:

- To provide effective in class support for SEND pupils within mainstream classes or Nurture base.
- To have responsibility for, and manage effectively a caseload of students allocated by the Student Progress Forum (SPF). Through working with your line manager and/or other staff, this will involve developing, delivering and tracking a range of 1:1 or group interventions to accelerate progress in learning, behaviour, attendance or personal development.
- To maintain full and accurate records of SPF caseload interventions in line with the Academy agreed procedures.
- To liaise regularly with, and report to your line manager about your targeted and/or intervention students.
- To create 'Personal Support Plans' for SEND students and update termly – these will be used to advise other staff in school on strategies and resources which can be used to support individual students.
- Contribute to the statutory assessment and annual reviews of students with SEND.
- Contribute to applications for additional funding for students with SEND.

- To collaborate with professional colleagues to develop and maintain close working links with parent / carers and support agencies as required.
- To create accurate and high quality reports as required for internal use and external meetings related to students in either Foundation or High School.
- To attend and contribute to review meetings as appropriate.
- To support the induction of students new to the Academy.
- To contribute to effective transition processes for Y6/7 Transition.
- To contribute to the wider school activities organised by your area team.
- To develop and maintain high quality display areas for your area of work.

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### **Other duties**

- Carry out break and/or lunch supervision as per the rota
  - Undertake other duties commensurate with the post, or as directed by the principal
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### **Equal Opportunities:**

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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### **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

<b>Signed</b>		<b>Dated</b>	
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