



Location: The Carlton Academy, Coningswath Road, Carlton, Nottingham NG4 3SH

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 32.5 hours per week, term-time only

Responsible to: Inclusion Manager/Assistant Headteacher (SST)

Post objective: To provide behavioural support to promote individual students' progress.

Main Duties and Responsibilities:

Classroom Support

- Under the direction of the Inclusion Manager, work with individuals and small groups of students within a classroom situation to ensure each child has the maximum access to all learning activities.
- In liaison with teaching staff, plan, prepare and deliver the support needed, developing strategies to achieving positive behavioural outcomes.
- Support teaching staff with appropriate strategies when dealing with challenging behaviour.
- Ensure pupils receive regular and constructive feedback with regards to their progress.

Student Support Centre

- Arrange and develop 1-1 mentoring programmes to support students in managing their own classroom behaviour and learning.
- Work with teaching staff in the planning and implementation of individual behaviour support programmes for named children or small groups.
- Meeting individual children or small groups to support them through withdrawal from classes or through meetings arranged at other times in the school day.
- Develop and deliver group workshops for students identified with Behavioural, Social and Emotional Difficulties (BSED).
- Small group work intervention for Maths and English

- Liaise with Alternative Education Providers, parents and teaching staff on student progress.
- Challenge and motivate students to promote self-esteem.
- To undertake individual support for students through internal and external exams.

Resources/Administration

- Assisting in the development and maintenance of materials and equipment used in the Student Support Centre – this may involve liaison with class teachers and/or specialist Special Needs teachers.
- Create comprehensive reports to track progress of students with BSED.
- Formulate and review Pastoral Support Plans.
- Liaise with tutors about the needs of individual children.
- Alongside a teacher, act as a co-tutor to a tutor group in the academy's vertical house system.
- Taking registers, delivering notices, offering pastoral support to tutees

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: