



Tudor Grange Academies Trust

**Tudor Grange Academy Solihull**

**Elms support worker**

**Job Description**

**Maternity Cover**

**NJC Scale 3, point range 5-6**

**£21,575 to £21,968 (FTE)**

**Actual Salary £13,898-£14,151**

**(Term time 39 weeks per Year)**

**9:15am-2.45pm**

**27.5 hours a week**

### **Core Purpose**

The Elms support worker will provide a complementary service to teachers and other staff, addressing the needs of students who require assistance in overcoming barriers to learning within the ARP setting. This role will also include offering administrative support to the Elms co-ordinator and team.

Support workers work with pupils on a one-to-one basis, in small groups, and within lessons, acting as a:

- listener
- facilitator for learning
- encourager
- supporter
- guide

### **Specific Responsibilities**

- Take an active role in supporting the learning of Elms students both inside and outside the classroom
- Deliver small group intervention to identified students
- Develop a 1:1 mentoring relationship with students identified for support
- Implement strategies and support students in:
  - self-esteem and confidence-building activities
  - managing their anxiety
  - developing their resilience
- Listen to and help students resolve a range of issues that are creating barriers to learning

- Draw up agreed action plans with a caseload of students to address areas of concern and barriers to learning
- Monitor and report on the implementation of all plans drawn up to the Elms Co-ordinator
- Be confident with delivery of the Elms curriculum
- Keep effective records of intervention activities and take responsibility for differentiating learning activities as directed by teaching staff
- Facilitate the sharing of information between teachers, parents and any other agencies involved with the student
- Network with other SEND practitioners and share best practice
- Be flexible to work in a variety of school settings to support Elms students with transition and reintegration
- Take responsibility for leading and managing lunchtime and breakfast clubs
- Undertake SEN related administration under the direction of the Elms co-ordinator, such as:
  - organising staff parent consultations
  - maintaining accurate attendance records
  - maintaining accurate SEND records for individual ARP students
  - dealing with parental enquiries regarding ARP related matters
- Undertake any other clerical work as reasonably requested by the ARP manager

**Line Manager:**

Elms Co-ordinator