

GREIG CITY ACADEMY



Draft Job Description

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

Job Title:	Learning Support Team Worker
Faculty:	Support Faculty
Responsible to:	Learning Support Centre Manager
Hours:	Full time, working to a 40 week contract (term time only plus an additional five contractual days during the school holidays)
Salary:	Point 18 on the NJC pay scale for outer London (full time rate: £27,228), £23,989 per annum when calculated to reflect the 40 week contract. Individual salary range for this post: point 18 to point 22 (full time rate: £27,228 to £29,241).

Purpose of the job:

You will support the following:

- Working with students in the Learning Support Centre and liaising with teaching staff to support student reintegration back into the classroom
- Contribute to the overall ethos, aims and work of the school
- Working specifically with students on a one to one basis, or small groups as advised
- Support the promotion for inclusion and re-engagement
- Working in accordance with the school's curriculum statement and policies

Duties and Responsibilities

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe In Education', September 2016 and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holders training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.

8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

Duties and Responsibilities Specific to This Post

You will:

- Attend daily briefings with the Learning Support Manager
- Working in line with the student referral process
- To implement Learning Support Strategies as directed
- Monitor attendance and punctuality
- Assist in preparing student timetables for both full and part time placement in the LSU
- To contribute to the implementation of student action plans, evaluation and reintegration reports
- To help motivate and engage students with their learning and to promote resilience, self-confidence and discipline
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Manage the behaviour of students to ensure a calm working environment in line with the school's behaviour policy
- Provide students with the tools to improve academic performance, including the effective use of ICT in relation to the curriculum
- Liaising with subject teachers to discuss student learning needs and resources
- Provide constructive feedback to students
- Provide break and lunch time support as necessary

Organisation and Liaison

- Supporting the admittance of students to the Roundhouse/LSU
- Keep daily records of student intervention
- To provide regular student progress reports to the Learning Support Manager
- Support the return of students from the LSU to their mainstream classes
- Collaborate with wider school staff on all matters related to identified students in the LSU
- Communicate regularly with parents and carers
- Provide ongoing support for students post LSU placement, identifying areas for further development

Resources

- Contribute to the development of resources to aid the learning, personal and social development of students in the LSU
- Routinely obtain curriculum resources from subject areas, to aid the transition back into main stream classes
- To make effective use of ICT

Development and Training

- The health and wellbeing of our students is a priority and you would be expected to undertake appropriate training and professional development
- You will participate in training courses to develop your skills in relation to the role
- You will be expected to complete Safeguarding training in line with national and school Safeguarding policies.

Other

Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post.

GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.

This job description will be reviewed as part of the appraisal process to reflect changing school, faculty and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

October 2019

