**Role Purpose**: To facilitate the academic and social progression of students across all Woodside Group bases.

**This role reports to:** Base Manager

**Skill Requirements:**

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| **Essential Personal Attributes** | * Drive, resilience, confidence, initiative, resourcefulness, calm under pressure, common sense and an ability to manage ambiguity. * Ability to build rapport & trust quickly with both students & staff. * Comfortable working in an informal, professional atmosphere * Pioneering approach, creative, measured risk taker, forward planner, collaborative * Passionate, prepared to go above and beyond * Role model |
| **Essential skills/experience** | * An ability to communicate with staff and students alike, in order to best impact on academic, and overall, attainment. * An appreciation and acknowledgement of the overall direction of the school and the policies which govern it. * An openness and optimistic outlook towards change. * A knowledge of, and up to date qualifications in, the safe handling of students. * Full comprehension of Child Sexual Exploitation (CSE) information and protocol, as well as all safeguarding issues. * Competent in administering first aid. * An understanding of a variety of behaviour management techniques, with a focus on resolution management followed by developmental reflection. * An ability to perform in situations of high pressure, showing not only theoretical understanding, but also ‘real-life’ understanding of both autism and behavioural difficulties. * An aptitude to work in partnership with a number of professionals, as well as parents/carers. * A willingness to attend staff meetings, support the vision of SLT and contribute ideas towards better practice. * A willingness to take on challenges ‘above and beyond’ their role as support worker, in order to fully contribute to the ethos of the school and the progression of its students. * A willingness to work outside of the conventional classroom and embrace outdoor learning, in line with the ethos of the school. * An understanding of the need for routine and discipline, ensuring that consistent messages are communicated to all students and staff. * GCSE Maths & English |
| **Desirable skills/experience** | * Ambition and willingness to take further responsibility. * Experience of supporting in a variety of educational settings. * A deep and thorough understanding of autism, perhaps backed up by Autism Level 1 and Level 2 Training. * A commitment towards CPD. * History of working with children who are disengaged with education. * Team Teach trained |

**Key Responsibilities (including but not limited to)**

* Responsibility for planning schemes of work with a creative, yet target based approach, built upon a solid understanding of the student’s manifestation of autism.
* Responsibility for advocating outdoor learning, including this into as many lessons as possible.
* Responsibility for providing proactive support in lessons, where needed, taking instruction from the subject teacher to best progress the academic achievement of the student within the session.
* Responsibility for reporting on the progress of students’ both in subjects and related to their autism.
* Responsibility for establishing and maintaining an environment conducive to the progress of our students bearing in mind their sensory needs.
* Responsibility for ensuring that students create the requisite evidence for any accreditation they’re working towards.
* Responsibility for contributing ideas for staff meetings, focussed on the overall student progression and improvement of the base.
* Responsibility for having a thorough awareness of the targets of each child with whom you come into contact, by seeking out most recent IEP/IBP.
* Responsibility for the transportation of students between Woodside Groups different bases.
* Responsibility for building strong relationships with all students, in order to work with them at all levels of emotional difficulty during sessions, downtime and transitions.
* Responsibility for being the first on the scene when children reach crisis point, prioritising negotiation skills and talk to de-escalate, before consideration of safe handling.
* Responsibility to contribute to activities to ensure the base remains a safe and stimulating work environment.
* Responsibility for championing education, in conjunction with all other professionals at the school.
* Responsibility for being a champion and advocate for Woodside Lodge OLC, ensuring positive personal communication to all stakeholders.
* Responsibility for providing lunchtime cover
* Responsibility for the timely completion of relevant documentation where necessary/as advised by teachers
* Responsibility to support the social and emotional development of students, reporting any issues as and when required.
* Responsibility for advising teaching staff on latest interests/trends of the student’s
* Responsibility for taking ownership of own continued professional development and performance management process.

**Compliance responsibilities**

* Have an awareness of the risk assessment for bases in which they work and be up to date with all relevant policies and procedures.
* A commitment to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Administrative Responsibilities:**

* Responsibility for completing written reports to document behavioural incidents, or safeguarding matters.
* Responsibility for completing the quick tap survey

**Health & Safety Responsibilities**

* All employees are responsible for ensuring they take every reasonable action to keep and everyone in the school environment safe and well.