



Location: South Nottinghamshire Academy, Glebe Lane, Cropwell Road, Radcliffe
On Trent, NG12 2FQ

Salary: National Apprenticeship Wage

Hours of work: 32.5 hours per week (Term Time Only)
8:25am – 3:25pm Monday to Friday (Start and finish times subject to
change) (half an hour for lunch)

Responsible to: Inclusion Manager

Post objective: To work within the inclusion and pastoral teams supporting students
on a day to day basis.

**This role involves working in regulated activity with children and an Enhanced DBS
clearance is required for this position.**

Main Duties and Responsibilities

- Implement effective strategies with individual students, teachers and families to remove barriers to success.
- To support the learning programmes and reintegration packages for students in pastoral support and inclusion.
- To work as part of a team to lead/develop individual pastoral support plans.
- To work as a part of a team to lead/develop wellbeing and mental health support for students.
- To work with the Inclusion Manager on Mentoring Programmes and Post Exclusion Intervention work.
- To support lunch time academy supervision.
- To support with supervision duties; including before school, breaktime and bus duty.
- To develop 1:1 mentoring relationship with identified pupils
- To maintain regular contact with families/carers of pupils in need of extra support.
- Undertake basic record keeping.
- Deliver small group tutoring or catch up programmes to support students
- Deliver 1:1 tutoring or catch up programmes to support students
- Assist with the upkeep of the Inclusion, Pastoral and Learning Intervention (LIC) and the supervision of pupils in the LIC.

General

- Liaise effectively and within a timely manner with teaching and operational colleagues.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential or sensitive information.
- 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 reasonably be regarded as within the responsibilities and nature of the post.