



South
Nottinghamshire
Academy

APPRENTICE STUDENT SUPPORT TEACHING ASSISTANT

Job Description

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

Salary: Apprentice pay scale

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

Responsible to: Inclusion Manager

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

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 always maintain confidentiality 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.

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