

Job Description and Person Specification

Post Reference: 2817

Job Title: Arch Student Support Worker

Academy Name: Leeds City Academy

Grade: C3 19 – 22. Actual salary £28,284 - £29,729

Hours: 37 hours per week, term time only plus 10 days

Accountable to: Arch Academy Leader

Job Description

Role:

To provide academic, behaviour and well-being support for students within the Leeds City Arch Academy based on skills, knowledge and experience.

To be based within the Arch Academy and provide supervision and support to Arch Academy students across the academy day.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- The Arch Academy Student Support Worker will provide a range of support for students and will be deployed within the Arch Academy, assuming responsibility and oversight for a specific year group in addition to supporting all Arch student as/when required.
- Student Support Workers will:
 - **Be assigned to work with a specific year group of students.** This will include providing support, information and guidance to the whole year group through messages, assemblies, academic lectures and coach activities.
 - **Working with smaller focused groups of students.** Address more personalised areas, concerns, or circumstances. In addition, and through collaboration with the Director/Assistant Director of Leader of Learning and teaching professionals, work to analyse key attendance, academic or behaviour data.
 - **Provide intervention, restoration and well-being sessions for identified students.** This will involve working with individual or small groups of students to support reflection, restorative meetings and/or providing general well-being activities.
 - **Support supervision of students across the academy day.** This will include completing morning, break/lunch, transition and end of academy day duties to support calm, professional and respectful student behaviour and conduct within the Arch Academy and external spaces.
- A timetable of work will be discussed and agreed but a flexible approach is required to meet and support the changing demands and needs of students.

- To lead group sessions under key themes set out by the school based on current need including – reading/oracy, Connect programme, Forest School, healthy relationships, drugs and alcohol, sexual health, transition, mental health, experiences of racism.
- Create resources for coaching, intervention and small group sessions on key themes.
- To track the progress of students using the available data and monitor the impact of interventions, sharing this with the Year Manager, wider school Student Support Workers and with Senior Leaders, including Year group Triad SLT presentations.
- Continued CPD to ensure up to date understanding of Inclusive/Relational Practice, Positive Regard and wellbeing work.

Other Duties:

- To carry out morning, break, lunch and after school duties as required by the Arch Director and wider leadership team.
 - To complete training and provide support with Team Teach and First Aid.
 - To participate in meetings with colleagues and parents relative to the post.
 - Carry out any other duties as directed by the Principal.
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Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
 - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.

- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	GCSE level of education C or equivalent (to include English and maths)	A
E	Further training or qualification in working with children and young people	A

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Experience of wellbeing work with young learners in an organisational setting	A
E	Experience working with schools	A R
E	Experience working with parents	A I
E	Experience working with a range of other agencies	A I
E	Experience of running group wellbeing sessions	A I

Skills and Competencies

E	Ability to relate well to children and adults	A I R
E	Sensitive to the needs of others	A I R
E	Good written and spoken communication skills; combining tact, diplomacy, and discretion	A I
E	A commitment to maintaining confidentiality of sensitive information	I R
E	Good organisational skills	A I R

E	Knowledge and understanding of the factors which influence and impact on young people and the ability to support them in overcoming difficulties	A I
E	Ability to maintain student records and feedback to relevant staff	A
E	Ability to plan and prioritise workload, managing conflicting demands	A R
E	Ability to work independently and use own initiative	A R
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Knowledge and understanding of support agencies for young people	A I

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Possess personal resilience and the ability to maintain staff morale at times of pressure and change	I R
D	Able to attend meetings outside of normal school hours	I
E	Able to work effectively with teaching staff to support their role	I R
E	Be able to evaluate own performance	I

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.