



Job Description

Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

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

Responsible to: Inclusion Manager/ Foundation Pathway Lead Teacher

Post objective: To provide behavioural support to promote individual students' progress.

Main Duties and Responsibilities:

Classroom Support

- Support the reintegration of students back into mainstream lessons following a period of time withdrawn to work in the Student Support Centre.
- In liaison with teaching staff, plan, prepare and deliver the support needed, developing strategies to achieving positive behavioural outcomes.
- Support teaching staff with appropriate strategies when dealing with challenging behaviour.
- Ensure pupils receive regular and constructive feedback with regards to their progress.

Student Support Centre

- Arrange and develop 1-1 and small group mentoring programmes to support students in managing their own classroom behaviour and learning.
- Work with other staff in the planning and implementation of individual behaviour support programmes for named children or small groups.
- Meet individual children or small groups to support them through withdrawal from classes or through meetings arranged at other times in the school day.
- Develop and deliver group workshops for students identified with Behavioural, Social and Emotional Difficulties (BSED).
- Provide small group work intervention for Maths and English and other curriculum support
- Challenge and motivate students to promote self-esteem.

- To undertake individual support for students through internal and external exams.

Resources/Administration

- Assisting in the development and maintenance of materials and equipment used in the Student Support Centre – this may involve liaison with class teachers and/or The SENDCO
- Create comprehensive reports to track progress of students with BSED.
- Formulate and review Learning Support Plans.
- Liaise with tutors about the needs of individual children.
- Take registers, deliver notices, offering pastoral support to students based in the Student Support Centre at form time.
- Contribute to the duty rota for break and lunchtimes.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.



Person Specification

	Essential	Desirable
Qualifications / Knowledge / Experience	<p>Level 3 qualifications or a minimum of 3 years' experience in a similar role</p> <p>GCSE (Eqv. A* - C) including English and Maths</p>	<ul style="list-style-type: none">• Experience of working with secondary school aged students in a learning centred setting• Training in relevant strategies for supporting safeguarding and Child Protection• Understanding of relevant policies/code of proactive and awareness of relevant legislation• Understanding of legislation in respect to safeguarding issues e.g. Prevent, ACE's, mental health of young people and Managing of Medication in schools• Teaching Assistant qualification

<p>Skills / Abilities</p>	<ul style="list-style-type: none"> • Excellent administrative ability including attention to detail • Excellent organisational skills with the ability to manage own workload • Competent in the use of ICT including setting up and management of online documents and spreadsheets • High level of communication skills with the ability to relate to students, parents, members of SLT and external agencies • Proven ability to maintain confidentiality in all aspects of work • Ability to relate well with students, staff and parents • Proven ability to analyse and present findings from a range of data sources leading to strategic improvement 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to work on own initiative • Team player • Self-motivated with drive and enthusiasm • Flexible and positive attitude to work • Ability to remain calm in pressure situations • Caring Nature with a willingness to nurture and help young people be successful 	