

Job Description

Post Title:	Community Support Officer
Job Purpose:	<p>To provide educational support for individual students and cohorts across the Academy and to build strong links between the Academy and the Roma community. The ability to speak Roma Slovak is essential.</p> <p>To identify and work with targeted individuals, small groups and their families to promote integration and inclusion</p> <p>To work as part of a team to support the learning behaviour of students improving attendance, attainment and aspiration</p>
Responsible to:	Director for EAL Community links
Responsible for:	N/A
Hours of Work:	32.5
Grade and Range of Post:	NJC 4-6
Responsibilities	
<ul style="list-style-type: none"> ● Assist in lessons and on educational visits when appropriate supporting with small withdrawal groups who may need additional support in terms of understanding the Academy's behaviour standards ● To maintain contact and provide support for parents as appropriate and to communicate with parents of pupils who do not adhere to the Academy expectations. ● Promote correct behaviour on corridors during lesson change over time and at all others times whilst students are in uniform but in unstructured activities based in or near the academy. ● Ensure that the academy's policies are consistently applied throughout the academy ● Support the learning and emotional well-being of EAL students by promoting and modelling good attendance and behaviour at all times. ● To mentor pupils displaying teenage angst and constantly showing poor behaviour and to act as a role model for students in terms of Academy and society expectations. ● Promote EAL students' well-being and resilience and safeguard all EAL students under the KCSIE agenda ● Support the transition and transfer of EAL students. ● To assist in reception with any EAL parents and translate for other staff members. ● Support teachers in the administration of examinations, tests and controlled assessments. ● To attend meeting and training as and when required. ● To arrange liaison with home/key contacts, the emergency services and other staff as appropriate including progress evenings and options evenings ● Contribute to the Health & Safety of students and other staff in accordance with Health & Safety regulations and School Policy. 	

- To assist, where required, in the supervision of young people during breaks and lunchtimes (within contracted hours) encouraging safe, positive and social behaviour
- Fully support and, at all times, uphold the policies and positive ethos of Parkwood E-Act Academy
- To have an understanding of and work within the requirements of GDPR at all times and comply with E-Act policy in terms of data protection
- To undertake any other duties and responsibilities as appropriate to the role and grade, as requested.

E-Act is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of E-Act you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Person Specification

<i>Qualifications and Experience</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Recent and relevant CPD.		√	√	
Experience of working with EAL pupils		√	√	
Effective behaviour management skills		√	√	
Proven track record of raising standards and meeting challenging targets.		√	√	
Experience of child protection/safeguarding with up to date training or willingness to undertake training		√	√	

<i>Abilities and Skills</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Ability to communicate effectively with all members of the school community.		√	√	√

Ability to promote a positive academy ethos.		√	√	
Ability to implement successful inclusion strategies for EAL children		√	√	√
Ability to plan, organise and prioritise work in order to meet deadlines.		√	√	
Ability to speak Roma Slovak		√	√	

<i>Knowledge and Understanding</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Understanding of innovative and creative strategies that enable children to make excellent progress.			√	√
Thorough understanding of and commitment to equality of opportunity		√	√	
Knowledge of safeguarding and child protection issues.		√	√	

<i>Personal skills and attributes</i>				
<i>Essential</i>	<i>Desirable</i>	<i>Application</i>	<i>Interview</i>	<i>Task / Observation</i>
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.		√	√	√
Ability to work independently and on own initiative; take responsibility for own professional development.		√	√	