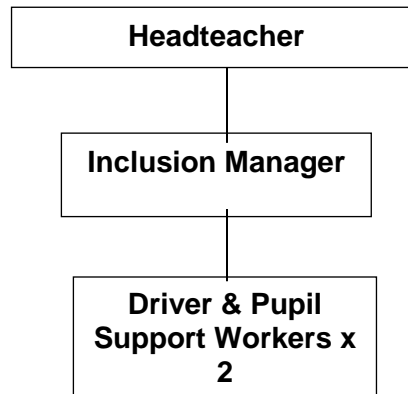


## JOB DESCRIPTION

<b>Job Title:</b>	Driver and Pupil Support Worker	<b>Job Reference:</b>	FC043
<b>Reports To:</b>	Inclusion Manager	<b>Location:</b>	Foundry College
<b>Grade:</b>	5	<b>Salary:</b>	SCP 12-17 (£21,589 - £23,836 pro rata)
<b>Employment Status:</b>	Permanent	<b>Hours of Work:</b>	8am – 16.30pm 40 hours per week Term Time Only & INSET Days by Arrangement
<b>College Vision:</b> Foundry College is committed to:- <ul style="list-style-type: none"> <li>• Excellence that inspires learning, achievement and enjoyment for all</li> <li>• Supporting all learners to fulfill their potential in a challenging and safe environment</li> <li>• Promoting respect, nurturing the positive and developing skills for life.</li> </ul>			
<b>Team Purpose</b> To work towards the College vision and ethos:- <ul style="list-style-type: none"> <li>• Providing a College for excellence that inspires learning and enjoyment for all.</li> <li>• Supporting all learners to attend and achieve their full potential in a challenging, yet safe environment.</li> <li>• Role model respect, honesty, communication and teamwork throughout the College.</li> <li>• Supporting College, teachers, support staff and pastoral staff in the management of individual pupils and groups of pupils with SEMH.</li> <li>• Promote independence and social inclusion.</li> <li>• At all times to promote and safeguard the welfare of all young people.</li> </ul>			
<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• Transport pupils safely to and from their provision.</li> <li>• Plan and manage appropriate and efficient transport routes of pupils.</li> <li>• Conduct daily safety checks of the vehicles ensuring it is roadworthy.</li> <li>• Record keeping and reporting defects ensuring vehicles receive repairs and replacement vehicles are available.</li> <li>• To ensure a high standard of cleanliness and hygiene throughout the vehicles.</li> <li>• Facilitate learning by supporting the needs of individual and small groups of pupils in accordance with college policy and government initiatives in the pursuit of high standards of pupils' achievement.</li> <li>• To provide support to pupils both at group and individual level in the management of emotional and behaviour difficulties.</li> <li>• To help these young people overcome such difficulties, thus increasing their opportunities to achieve their educational potential.</li> <li>• To support the Inclusion Manager in the general welfare of the pupils.</li> <li>• Ensure that the pupils are supervised and assisted in accordance with Foundry College Policies.</li> <li>• To assist in general duties around the college and offsite activities.</li> </ul>			

### Organisation Chart



<b>Scope</b>	
<b>Financial Accountabilities</b>	
Budgets directly controlled (please state if this has been delegated to the post-holder)	None
Budgets monitored on day-to-day basis	None
<b>Staff Responsibilities</b>	
Number of employees managed / supervised	None
Number of FTE (Full Time Equivalents employees managed / supervised	None
<b>Health &amp; Safety Responsibility:</b>	
In accordance with the provision of the Health & Safety at Work Act 1974 etc, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.	Yes
<b>Management of Physical Assets</b>	
Nature of physical assets directly controlled (eg children's home)	None
Duties of service contracts managed	None
<b>Summary of Main Contacts</b>	
<ul style="list-style-type: none"> <li>• Headteacher</li> <li>• Inclusion Manager</li> <li>• Parents / Carers</li> <li>• Teachers</li> <li>• Other school / college staff</li> <li>• Management Committee</li> <li>• Other professionals</li> <li>• Pupils</li> <li>• Other WBC staff and services</li> <li>• Contractors</li> </ul>	

## **Main Responsibilities**

- Provide a transport service, using the College minibus to and from pupils' homes and activities in Wokingham and surrounding areas.
- Plan, organise and timetable individual pupils' transport requirements.
- Support learning for individual pupils and small groups under the guidance of the Classroom Teacher / Deputy Headteacher and assist with the implementation of lesson plans and facilitate more ambitious learning activities.
- Enable pupils to become independent learners within their own ability and provide positive support under the direction of the teacher motivating and encouraging pupils whilst establishing a supportive relationship.
- Clarify and explain instructions, assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting, listening, presentation and ensuring that class work and homework instructions are understood.
- Meet the physical, emotional, behavioural and or other special needs as required whilst encouraging independence and encouraging the acceptance and integration of the pupil with special needs whilst ensuring compliance with college policies i.e. Equality Opportunities, Inclusion etc.
- Provide feedback to teachers and other professionals on pupils' progress in the evaluation of the support programme and noting pupils' achievements or problems.
- As required, monitor, record and analyse pupil data e.g. daily attendance records, assisting with the implementation of baseline assessments.
- Liaise with teachers and educational professionals devising complimentary learning activities.
- Prepare classroom / educational materials, and organise supplies of materials and support pupils with these and other specific educational aids following college health and safety regulations.
- To help pupils to improve their ability to respond positively in Foundry College
- To receive ongoing training in behaviour management techniques and safeguarding.
- Liaise with families / pupils / college staff.
- Attend team meetings and participate in the appraisal process.
- Work with the equal opportunities guidelines and principles.
- Carry out these and other duties as may be required by the Inclusion Manager.

**All college staff are expected to**

- Work towards and support the college vision and current college objectives as outlined in the College Development Plan
- Support and contribute to the college's responsibility for safeguarding pupils
- Work within the college's Health & Safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required from time to time

This job description should be seen as enabling rather than restrictive and will be subject to regular review. It is not necessarily a comprehensive definition of the post. It may be subject to amendments from time to time, including on appointment, after consultation with the postholder and without changing the level of responsibility of the post.

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**E** = Essential to carry out role to minimum

**D** = Desirable but not essential to carry out the role

	Essential	Desirable
<b>Qualifications:</b>		
5 GCSE passes, including C grades in English and Maths	√	
Full UK driving licence (D1) – no penalty points	√	
An understanding of child development and knowledge of the needs of children / young people		√
Some knowledge of children, learning and behaviour difficulties	√	
<b>Experience:</b>		
Experience of working with young people and their families in a professional capacity	√	
Experience of multi-agency work, including as a key worker		√
Experience of working in an environment that demands good organisation skills eg in administration would be helpful		√
<b>Skills / Abilities:</b>		
Abilities to employ / engage with extra-curricular activities aimed at improving a young person's self-esteem and feeling of self-worth	√	
The ability to prioritise work in a multi-task environment	√	
Ability to understand the school perspective and work positively with school staff	√	
Ability to work on own initiative	√	
Ability and willingness to work as part of a team	√	
Excellent interpersonal and communication skills at both pupil and adult level	√	
The ability to make good relationships with children, their families / carers and other professionals	√	
The ability to work creatively in a solution focussed way "To think outside the box" and to be non-judgemental and positive about children's ability to change	√	
The ability to stay calm in situations of conflict and stress	√	
Good problem solving skills	√	
Confident user of Microsoft programmes such as Excel and Outlook	√	
<b>Personal Qualities:</b>		
The ability to build positive and appropriate relationships with staff and young people	√	
The ability to motivate children / young people who may have previous negative educational experiences and act with integrity	√	
Personal resilience and emotional strength	√	
A sense of humour	√	
Must be a good role model to pupils	√	
Must be adaptable and willing to accept guidance and support	√	
<b>Special Factors:</b>		
A clean current driving licence (D1) and be able to meet insurance requirements	√	

### **Additional Information**

- Foundry College is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.
- Must be able to work occasional overtime, agreed in advance.
- CVs will not be accepted.