**Langstone Infant Academy**

**Job Description: Nurture Support Worker**

**Langstone Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Post Title**: Nurture Support Worker

**Responsible to:** Initially SENCo but ultimately the Headteacher

**Purpose of job**: To support children needing pastoral care/social skill development in order to overcome barriers to their learning.

# Support for Pupils:

* Provide pastoral support to pupils
* Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
* Attend to pupils’ personal needs and provide advice to assist in their social, health and hygiene development
* Participate in comprehensive assessment of pupils to determine those in need of particular help
* Assist the teacher with the development and implementation of Individual Education/ Behaviour/Support/Mentoring plans
* Support provision for children with special needs
* Establish productive working arrangements with pupils, acting as a role model
* Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
* Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
* Challenge and motivate pupils, promote and reinforce self-esteem
* Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
* Assist with general Teaching Assistant duties.
* Assist with general Lunchtime duties.

# Support for Teachers

* Liaise with feeder schools and other relevant bodies to gather pupil information
* Support pupils’ access to learning using appropriate strategies, resources etc.
* Work with other staff in planning, evaluating and adjusting learning activities as appropriate
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording
* Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of system/records as requested
* Assist in the development and implementation of appropriate behaviour strategies
* Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links
* Assist in the development, implementation and monitoring of systems relating to attendance and integration
* Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., making phone calls etc

# Support for the Curriculum:

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

# Support for the School:

* Be aware and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in regular meetings
* Participate in training and any other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Assist in the supervision, training and development of staff
* Supervise pupils on visits, trips and out of school activities as required

# To carry out any other administrative duties as deemed necessary by the Headteacher.

Signed ………………………………Learning Mentor

Signed …………………………………Acting Headteacher

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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|  | **Essential** | **Desirable** | **Evidenced through** |
| **Knowledge and Qualifications** | GCSE Grade C or above in Mathematics and English Language, or equivalent qualification or skill level  Awareness of the National Occupational Standards for Supporting Teaching and Learning at level 2  General understanding of effective strategies that underpin positive behaviour at primary school level, and which recognises and rewards effort and achievement  General awareness of the current Special Educational needs and disability Code of Practice | Higher qualifications relevant to the duties of the post  Knowledge of safeguarding & Health and Safety requirements within a primary school environment  Awareness of the primary national curriculum | Application  Interview  References |
| **Skills** | Good interpersonal and communication skills that enable instructions to be understood by pupils at differing levels that promotes learning and understanding  Ability to communicate effectively and build good working relationships with staff, parents, carers and other stakeholders relevant to the post  Relevant skills to follow and deliver an intervention programme plan successfully  Relevant skills that enable effective review and feedback on child progress  Problem solving skills that enable a pro-active and effective approach in supporting pupils for continued improvement  Computer literate with the ability to positively promote the use of ICT in pupil learning  Good spelling skills | Ability to adapt the support to ensure personalised learning that is motivating, engaging and fun | Application  Interview  References |
| **Experience** | Establishing and maintaining positive relationships with children that encourages and enables child development  Experience of implementing strategies that promote positive behaviour  Working with young children in a relevant environment | Teaching Assistant in a primary school setting  Experience of working within an Academy  Experience of successfully delivering a specific programme of support to an individual or small group of children | Application  Interview  References |
| **Personal attributes** | Positive and approachable, with patience and the presence to inspire confidence and trust, combined with an enthusiasm to see children progress and develop  Willing to work flexibly as the needs and demands of the Academy fluctuate  Adaptable and sensitive when dealing with challenging and sometimes demanding situations with the ability to be reflective and self-critical and to respond to feedback, understanding the need for confidentiality  A nurturing nature which will support and develop the wellbeing of all pupils  Strong working ethos with a high level of commitment to the Academy and its values  Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community |  | Interview  References |