

**JOB DESCRIPTION**

**Job Title: Roma student support and advocacy worker**

**Line Manager: Assistant Headteacher**

**Hours of Work: Casual role: Flexible working hours**

**15 hours – 36 hours pw**

**Monday – Friday (Term time)**

**Main Duties and Responsibilities**

* To work with the school, family and students to remove barriers to learning that are impacting on the educational experience of students
* To work with the school, family and students to improve attendance and punctuality
* To work with the school, family and students to improve the curriculum and make our curriculum more appropriate for our students
* To work with students to find out more about the lived experience of our students
* To work with the school to help develop a relevant rewards programme
* To collaborate with partner agencies to offer ongoing support to families
* To monitor and evaluate support given to families so this support has desired impact
* To maintain accurate and up to date records in a clear and concise manner;
* To take part in training, which are relevant to the development of this role
* To contribute to communication and planning processes within the Roma community
* To carry out the responsibilities of the post with full regard to Mayfield’s Equal Opportunity Policy, Health and Safety Policy, Safeguarding Policies and other policies and procedural guidelines;
* Other duties that may be required relevant to the position

**SAFEGUARDING**

* Note and comply with all school policies and procedures, reporting all concerns to the appropriate person.
* Undertake compulsory Safeguarding training/training applicable to the role as directed by the school.
* Undertake such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading, as directed by Line Managers.
* Ensure all personal data is handled and stored confidentially in line with GDPR and school policy
* The post is subject to interruptions according to the demands of the school and the postholder should be aware that tasks may need to be re-scheduled

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.**

Name: …………………………………….. Date: ……………………….

Signature: …………………………………