



Location: The Oakwood Academy, Bewcastle Road, Arnold, Nottingham, NG5 9PJ

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

Responsible to: Operations Manager

Post objective: The role requires one to one work under the guidance of the SENCo and under the instruction of teaching staff to support access to learning for students and to assist the teacher in the management of students and the classroom. Work with students will mainly be carried out in the classroom and other teaching areas.

Main Duties and Responsibilities:

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for students

- Attend to students' personal needs, and implement related personal programmes, including educational, social, health, physical, and hygiene, first aid, and welfare matters.
- Supervise and support students, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others, and engage in activities led by the teacher.
- Encourage students to act independently as appropriate.

Support for the teacher

- Be aware of student problems/ progress/achievements and report to the teacher as agreed.
- Undertake student record keeping as directed.
- Support teacher in managing student behaviour, reporting difficulties as appropriate.
- Occasionally to prepare the classroom as directed for lessons and clear afterwards.
- Some preparation of routine equipment/ materials as set out in instructions and in a timely and accurate manner.

Support for the curriculum

- Support students in understanding instructions.
- Support students in respect of local and national learning strategies as directed by the teachers.
- Support students in using basic IT as directed.
- Prepare and maintain equipment/ resources as directed by the teacher, and assist students in their use.

Support for the academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support differences and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/ aims of the academy.
- Facilitate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times as required, including before and after academy and at lunchtimes.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of academy activities.
- Carry out supervision of Students before & after school and during lunch and break times.

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 being 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.

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

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”