



## Job Description

### Main Purpose of the Post

To work under the direction and instruction of appropriate Teaching Staff and SEND Co-ordinator, to support access to learning for all students and provide general support in the management of students and the classroom.

### Duties & Responsibilities

#### Support for students

- Supervise and support students, ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and responding appropriately 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/Curriculum Leader/SEND Co-ordinator
- Undertake student record keeping as requested
- Work co-operatively to deliver materials to identified students

#### Support for the Curriculum

- Support students to understand instructions
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3 and KS4 as directed by the Teacher
- Support students in using basic ICT as directed
- Assist at lunchtime Homework Club/student social support sessions as necessary

#### Support for the School

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/aims of the school





- Support the role of other professionals
- Attend relevant meetings as required
- Assist with the supervision of students at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Participate in training and other learning activities and performance development as required
- Keep a CPD file

### General

Post holders will be required to undertake basic skills training provided by the school. Appropriate knowledge of First Aid will be required.

### Person Specification

Experience	Essential / Desirable
Support for the Catholic ethos of the school	Essential
Demonstrate experience of working with 11-16 year olds	Essential
Demonstrate experience of working as part of a team	Desirable
Understanding of job requirements	Essential
<b>Qualifications &amp; Training</b>	
A degree	Desirable
Basic ICT skills to include knowledge/use of internet	Essential
Willingness to undertake any training, deemed necessary and appropriate for the post	Essential
First Aid trained	Desirable
<b>Special Skills &amp; Knowledge</b>	
Good written skills	Essential
Good oral skills	Essential
Good interpersonal skills	Essential
Good organisational skills	Essential
Ability to keep records	Essential
Ability to work on own initiative as well as part of a team	Essential
<b>Personal Qualities</b>	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Conscientious, honest and reliable	Essential
Good timekeeper	Essential
Ability to be flexible within the working environment	Essential
Patient, good humoured and approachable	Essential
<b>Safeguarding</b>	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

