

JOB DESCRIPTION

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| Job title: | Student Support Centre Associate | AAT Grade F: | Points 12 - 17 |
| Reports to: | Student Support Centre Manager/SLT | | |

Main job purpose

To assist the Student Support Centre Manager in helping address the needs of students to overcome barriers of behaviour that limit their access to learning by:

- Supporting implemented strategies which improve student behaviour and progress.
- Implement the principles of Nurture to assist in the development of a highly successful and inclusive Student Support Centre

Main responsibilities and duties

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- To assist in the re-integration of students referred to the Student Support Centre, this may include students that have been excluded from lessons or are working to a reduced timetable.
- To implement Nurture Principles so that vulnerable, anxious and challenging students are supported effectively throughout their time at the Academy. An open-door policy approach is to be actively encouraged.
- To assist with the monitoring, recording, reviewing and reporting of Student Support Centre student's achievement, progress and development.
- To support vulnerable students, including those in year 6, to support a successful transition to the academy.
- Providing support and advice to assist student's social and mental health. Seek to ensure promotion of and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become successful learners.
- To maintain professional working relationships with other Academy staff and to cooperate with reasonable changes to daily work routines to assist the smooth operation of the school.
- Organising an appropriate learning environment and resources.
- Contributing to the overall ethos/work/aims of the school.
- Implementing and logging Student Support Intervention Plans
- To hold a caseload of students and organise or deliver interventions using Nurture, ELSA and other forms of 1:1 support.
- Contribute to Intervention Plans and regular reviews of these plans.
- Data collection to monitor the effectiveness of the interventions delivered.
- Record and manage the safekeeping of case notes.
- Assist with the facilitation of weekly centre team meetings.
- To organise the evidence for, and support the completion of, the school's nurture award

Other:

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.
- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be point of contact and communication between parents and teacher/school when necessary.

Supervision and Management of People

- The post holder will have no direct line management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.

Contacts and Relationships

- Maintain regular contact with your line manager/SLT Link.
- The post holder will have contact with other staff members, students and parents when reporting on issues related to the Student Support Centre.
- Liaising with external organisations when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise own workload.

Working Environment

- Working throughout the site on more than one floor.
- Student Support Centre, available for all students and staff, if needed, in the main central Hub of the school.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

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| Job description prepared by: | HR/SLT |
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| Date: | June 2022 |

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.