



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

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

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

Responsible to: SENDCO

Post objective: To support students, parents, teachers and the school to establish a supportive and nurturing learning environment in which students with special educational needs make good academic progress and can participate in activities across the Academy.

Main Duties and Responsibilities:

Classroom support: -

- Plan and deliver small group, one-to-one tutoring or catch up programmes.
- Assist classroom teachers in their work in ensuring that students with special educational needs make good progress and participate in lessons.
- Encouraging acceptance and inclusion of the child with special need and promoting individual students' self-esteem.
- Act as a Key Worker for some students with special educational needs by retaining an oversight of their progress and participation.
- To undertake break and lunch time duties as directed.
- Be aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate.
- Administer routine tests, act as a reader/scribe in examinations for any student with access requirements.
- To provide intimate/personal care for students if required.
- Assist with the supervision of students outside the classroom, including accompanying teaching staff on educational trips and visits.

Individual Support

- Work with provision staff in the planning and implementation of individual support programmes for named students or small groups.
- Meeting individual students or small groups to support them through withdrawal from classes or through meetings arranged at other times in the school day.

- To undertake individual support for students through internal and external exams.
- When required, liaise with outside agencies (e.g health and education specialists) regarding individual student issues.

Resources/Administration

- Work with the SENCO and subject teachers to ensure that teaching and resources are adjusted in line with Individual Education Plans – helping prepare resources as necessary.
- Assume responsibility for the effective provision of before/after school drop-in sessions at catch up sessions.
- Observe, record and feedback information on student performance.
- Assisting in the development and maintenance of materials and equipment used in the provision - this may involve liaison with class teachers and specialist teachers.
- Assisting in keeping records of students' development.
- Contributing to written reports and review concerning individual students.
- Liaising with staff about the needs of individual students.
- Alongside a teacher, act as a co-tutor to a tutor group in the academy's vertical house systems.
- Taking register, delivering notices, offering pastoral support to tutees.
- Acting in line with the Academy's policies and procedures.
- Assist the teaching staff in the smooth transition between educational phases.

General

- Liaise with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be 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.
- Manual handling if required – training will be provided.
- This role involves working in regulated activity with students.

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.