

Job Description

Job Information

All information to be as shown on organisation chart.

Job Title:
**STUDENT SERVICES TEAM
WORKER**
Directorate:
Children & Young People

Post No:

Division:
Schools

Grade:
HC5
Section:
Mainstream Schools

Responsible to:
Assistant Headteacher – Student Services, Headteacher

Responsible for:
No staff responsibilities

Functional links:
All ABEC staff and cluster primary schools, if needed.

Main Purpose of Job:

To work flexibly on a daily basis to support the additional needs of students at Aylestone BEC under the instruction and guidance of the Assistant Headteacher – Student Services and where necessary, other members of staff.

To cover a principal role reviewed on an annual basis from those listed below. This work may be in any subject area or age range.

In addition to the principal role, all postholders at certain times during the year will be deployed to cover activities as listed, as and when necessary.

To manage the achievement and behaviour of students, in accordance with the school policies.

To ensure the safety of the students you are working with.

Job Activities:

Principal Activities:

Cover Supervision

- Liaise with the class teacher in order to understand what the learning activity is to be and what resources are required (e.g. worksheets, text books etc.). To ask questions of the teacher to ensure that you have a good understanding of what is required.
- clearly explain to students what the task is, and what is expected of them.
 - What equipment will they need?
 - How much time do they have to do it?
 - What should they have completed by the end of the session?
- Issue resources and explain how they are to be used.
- Collect the completed work and any issued materials from students and return them to the class teacher.

Academic Coach:

- Assist with the planning and preparation of materials and delivery of work for key assessments paying specific attention to getting underachieving students to target grade.
- Assist and monitor students' progress, using pupil tracking and liaising closely with subject teachers.
- Routine liaison with Subject Leaders to ensure all work meets subject requirements.

Learning Support:

- If engaged in in-class support:
 - Support students in accessing and understanding lesson objectives.
 - Support the teacher in the identification and assessment of learning needs, adapting resources and delivery as appropriate.
 - Support the teacher in the assessment, recording, and reporting of students' progress.
- If engaged in additional bespoke support:
 - Direct group activities within and away from the classroom including implementing 'catch up' programmes with targeted groups to support the success of the intervention.

Additional occasional activities:

- Exam invigilation and support of access arrangements.
- Participating in trips and visits.
- Participate in general school activity including assembly, break and lunch-time activities, sports day, as required.
- Keep straightforward records including registers, report cards, SIMS listings etc.
- Comply with all SIMS requirements for the situation.
- Assist with the preparation and mounting of display activities.

Supporting work related activities

- Liaising with parents and / or carers, where directed, as required.
- Carry out other duties as directed by the Headteacher or the Senior Leadership Team.

Other responsibilities generic to all posts:

- Assist with meeting medical, personal, social and behavioural needs.
- Facilitate the inclusion of students with special educational needs and their access to the curriculum.
- Participate in the planning, delivery and evaluation of particular interventions with the teachers and SEN Co-ordinator, as appropriate.
- Manage the behaviour of students, in accordance with the School Behaviour Policy, whilst they carry out the task explaining and clarifying tasks.
- Assist with the planning and preparation of materials and delivery of the curriculum.
- Adapting resources to suit learning needs.
- Assist in the planning, preparation and clearing away of materials necessary for the delivery of the curriculum, including IT.
- Ensure that necessary resources are available for the session.
- Direct group activities within and away from the classroom.
- Assist with the assessment of student's progress.
- Modelling language use and extending student's explanations.
- Using questioning to probe understanding and to extend student's thinking.
- Promote the self-esteem, progress and independent learning of students.
- Provide regular feedback to the teacher and, where relevant, the SENCO on the participation and progress of students.

- Contribute to reviews of student progress as required.
- Answer any general questions that the student may have about the tasks, giving any assistance.
- Ensure that the learning environment is a positive one
- Support students by 1:1s within and away from the classroom.
- Direct individual students within and away from the classroom including:
 - Implementing classwork 'catch up' programmes;
 - Liaising with subject leaders to ensure classwork meets deadlines;
 - Monitoring behaviour and attendance;
 - Preparation for GCSE exams;
 - Acting as a mentor for students' pastoral needs.
- Support the ethos of the school and follow school routines and procedures.
- Be aware of, and maintain, confidential issues as required.
- Assist with the movement of students around the building and surrounding areas and with activities away from the classroom within and outside lesson time.
- Be aware of and promote student's general welfare and follow the school's health and safety procedures.
- Manage students whilst they enter and leave the classroom, in accordance with school policy and practice.
- Ensure that you have a good knowledge of the school's safety policies e.g. what to do in case of a fire etc.
- Use initiative, within school guidelines / practice, in dealing with incidents.
- Support, as directed, links between home and school.
- Liaise, as directed, with other professionals to support student's needs.
- Refer to a senior colleague in the event of further guidance being required.
- Communicate and work effectively with all staff.
- Attend staff meetings, where required.
- Raise any concerns at an early stage with the relevant member of staff or Assistant Headteacher.
- Sharing good practice with others.
- Support the teachers by close liaison on the needs of referred students.
- Undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Comply with registering procedures and follow the APPL procedure.
- Undertake a programme of induction and attend in-service training within and outside school as directed by the Headteacher.
- Support student progress by keeping up to date with Continuing Professional Development (CPD).
- Carry out other duties as directed by the Headteacher.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Date Job Description reviewed:	May 2012
Headteacher Name:	Headteacher Signature: Date:

PERSON SPECIFICATION

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	Essential	Method of Assessment*
Experience	<p>Experience of working with children of a relevant age in a learning environment</p> <p>Experience of managing behaviour</p>	Application Form, Interview
Skills and Abilities	<p>A confident and effective communicator</p> <p>The ability to work methodically</p> <p>The ability to use own initiative</p> <p>Confidence and competence in managing the learning and behaviour of a whole class</p> <p>The ability to relate well to students and staff</p> <p>A calm but authoritative manner with students</p> <p>The ability to follow and apply the teacher's instructions and clearly explain these to students</p> <p>Behaviour management skills.</p> <p>Good team worker.</p> <p>The ability and willingness to work flexibly within the school.</p> <p>Ability to adapt and be directed to the emerging needs of students on a daily basis.</p> <p>The ability to develop high quality learning resources without substantial direction from the teacher.</p> <p>The ability to accurately record and report on students' progress.</p> <p>The ability to work as part of a team in supporting students' academic progress.</p>	Application Form, Interview

<p>Qualifications and Training</p>	<p>Certificate in Learning Support (or an equivalent qualification).</p> <p>GCSE English and Maths (or an equivalent)</p> <p>Evidence of relevant CPD.</p> <p>Willingness to undertake further training, as appropriate.</p>	<p>Application Form, Interview</p>
<p>Other Factors</p>	<p>Commitment to working with young people.</p> <p>Willingness to work in support of the inclusive ethos of the school.</p> <p>Willingness and ability to attend Education Days (as appropriate) for which you will receive pay.</p> <p>Willingness to learn and work in support of the school's guidelines, policies (e.g. safety policy) and the inclusive ethos of the school.</p> <p>Have a commitment to ongoing personal and professional development by having a willingness and ability to attend relevant courses and share good practice with others.</p> <p>Candidates will be required to cover the full remit of the job description, as and when directed.</p> <p>Criminal Records Bureau (CRB) Clearance</p>	<p>Interview</p> <p>CRB Police Check</p>
<p>Date Person Specification reviewed:</p>	<p>May 2012</p>	
<p>Headteacher Name:</p>	<p>Headteacher Signature: Date:</p>	