



St Ambrose Barlow RC High School & Sixth Form College

A National School of Creativity

Headteacher: Ben Davis

JOB DESCRIPTION

Salary: Pt 14 full time £16,781 to Pt 17 £17,772

**Actual salary for 31.5 hours pro rata Pt 14 £12,763 to Pt 17 £13,516 per annum
(based on Pt 14 with less than 5 years service)**

Hours of Duty: 31.5 hrs per week term time only + 5 days

Job Specification

- To work as an enabler and facilitator in order that the needs of individual pupil's may be met so that they are happy, safe and fulfilling their potential.
- To work on specific support programmes with pupils throughout Key Stages 3 and 4.
- To work with other staff in our Pupil Support Centre to help small groups of pupils to reach their full potential with their work and behaviour in school
- To be willing to undertake relevant and reasonable additional training in order to enhance the awareness, skills and abilities pertinent to the post.

MAIN DUTIES AND RESPONSIBILITIES

Support for the Teacher

- Organisation and preparation of classroom resources in accordance with lesson plans and assist pupils in their use, knowledge and understand the subjects being taught.
- Maintenance of pupil records as necessary and gather/report information from/to parents/carers as directed.
- Promote good pupil behaviour, dealing with incidents in line with established policy and support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Support teachers' in meeting the needs of all pupils regardless of circumstances.

Support for the Pupils

- To work with Key Stage 3 and 4 pupils with specific learning difficulties in the classroom and for one to one support.
- Provide support for pupils, including those with special educational/health needs, ensuring their safety and access to learning. Promote self-esteem and encourage pupils to act independently as appropriate. Act as an advocate for SEN pupils.

FAITH IN YOU | LOVE IN LEARNING | HOPE IN BETTER

- Undertake structured and agreed learning activities, recording achievement and progress and feeding back to the teacher.
- Promote the inclusion and acceptance of all pupils
- Establish good relationships with pupils, acting as a role model and being aware of and responding to individual needs. Build relationships with pupils' families to support their learning and achievement.
- Assist the teacher to supervise and support pupils ensuring their safety and access to learning.
- Encourage pupils to interact and engage in activities led by the teacher.

General

- Provide clerical/administration support e.g. filing, completing pupil data, etc.
- 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 an appropriate person.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

May 2017