

Job Specification

PURPOSE OF THE POST	The post will involve providing a tailored provision programme to address the needs of students who require catch-up and restore support across a range of subjects. You will work with Year 11 students (predominately boys) on a one-to-one basis or in small groups.
RESPONSIBLE TO	The Governing Body, the Principal and the Associate Senior Leader/Director of Achievement for Yr 11.
KEY AREAS OF RESPONSIBILITY	<ul style="list-style-type: none"> • Helping students overcome barriers to learning, promoting positive behaviour and managing students' development, learning and well-being. • Mentor and explore understanding of students' underachievement and liaise with pastoral teams to agree action plans. • Implement strategies and support students in self-esteem and confidence building activities. • Co-ordinate the re-integration of identified students back into lessons following intervention, isolation or exclusion and liaise with pastoral leads. • Act as an advocate around school for students and support them with their future aspirations beyond school. • Contribute to raising achievement, working closely with the Associate Senior Leader/Director of Achievement for Year 11. • You will act as a listener, role model, facilitator for learning, encourager and motivator. • Be proactive in supporting the students' development and encourage them to achieve the best possible results. • To attend and contribute to appropriate meetings with the Senior Leadership Team link (including exclusion and re-admission meetings). • Be committed and determined to develop the students with your strong skills set and personal drive • Assist in the development of suitable intervention material. • Keep a log of students who undertake intervention and assist on the recording and reporting procedures. • Monitor and promote attendance and punctuality of students to interventions. • To ensure the excellent conduct of students and to support colleagues. • Support exam revision sessions as required. • To work with other professionals such as Learning Managers and Teaching Assistants to support students. • Be able to relate to students, parents, colleagues and other stakeholders using tact and discretion. • To comply with the Academy's Child Safeguarding Procedures including regular liaison with the Academy's Designated Child Safeguarding person over any safeguarding issues concerns. • To comply with the Academy's policies and procedures at all times. • To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • To be an effective communicator able to interact with students, staff, parents and stakeholders in a polite and approachable manner. • Have a caring and approachable manner. • Be an enterprising, hard-working and professional colleague who can use their initiative. • To be adaptable to changing circumstances and ideas. • Have whole school and student interests at heart. • To undertake any other duties which may from time to time be reasonably determined by the Principal.