

School Name: Acklam Grange School
Post Title: Resolution Support Assistant
Responsible to: Executive Headteacher
Headteacher
Director of Corporate Services

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To work within a small team to support the delivery of the Resolution programme, requiring an alternative approach to traditional classroom methods in order to meet social, emotional and behavioural needs and ensure achievement.

MAIN TASKS AND RESPONSIBILITIES:

- To assist the Achievement Leader to provide practical support for individual and groups of students.
- To attend and assist on educational visits for Resolution students.
- Provide general clerical/administration support e.g. photocopying, filing and completing standard forms.
- To ensure that the climate for learning is maintained to provide the optimum environment for learning.
- To check that all resources, materials and equipment are suitably stored in the relevant storage area and that all items are appropriately labelled.
- Attend regular team meetings and whole staff briefings.
- Contribute to preparing displays within the Resolution learning area.
- Awareness of key policies and procedures for Resolution and Acklam Grange.
- Awareness of health and safety procedures.
- To encourage and model high standards of behaviour within Resolution lessons and activities.
- To be primarily based off-site at the Resolution base.
- To communicate with parents at the request of the Achievement Leader.
- Contribution to Period 6 and transition activities.
- To be a First Aider

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school / trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Executive Headteacher or Senior Leadership Team.