

JOB DESCRIPTION

Post title:	Curriculum Support Worker with Literacy Specialism
Academy:	Excelsior Academy
Reporting to:	School Principal
Salary/Pay range:	£20,812 full time equivalent, £18,250 actual salary
Hours of work:	37 hours per week, term time only

Purpose of Job

To work directly with pupils, providing one to one or group support to pupils of all abilities, including those who are gifted and talented as well as those who demonstrate difficulties in accessing the curriculum. This includes planned sessions as well as responding to situations as they arise.

Main Duties and Responsibilities

- Implement the school's policies and procedures with regards to learning, attendance and behaviour.
- Work directly with pupils, including those with poor or challenging behaviour, higher ability students and in-year admissions in a variety of settings including one to one, small group and in class support as well as in "off-site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis which may necessitate whole class supervision and/or covering for absent colleagues.
- Plan and provide high quality intervention based on the individual needs of the child.
- Develop literacy strategies with pupils.
- Work with parents and carers to promote positive attitudes to learning.
- Contribute to Academy target setting, tracking and monitoring pupils' behaviour and attitude to learning, and work with staff to set targets and monitor progress in these areas.
- Identify where there are concerns about pupils' behaviour and ensure that appropriate action is taken.
- Work with appropriate agencies to provide pupil support.
- Provide coaching/mentor support in accordance with the Academy's procedures to those pupils assigned for this purpose.

Other Duties

- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.