

JOB DESCRIPTION

POST TITLE: Support Assistant – Post 16 Tutor Support

LOCATION/BASED: Gosforth Academy

GRADE: N3

RESPONSIBLE TO: Progression Manager

CORE PURPOSE:

To provide daily administrative and technological assistance, classroom management support, and mobility and navigation aid to a post-16 tutor who is registered blind, ensuring all tasks are performed safely and efficiently.

MAIN DUTIES & KEY RESPONSIBILITIES

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To provide 1-2-1 clerical and administration support to the Post 16 Tutor, e.g., reading and responding to emails, note taking, proof reading, photocopying, typing, filing, as directed.
2. To provide the Post 16 Tutor with 1-2-1 mobility and navigation support, including evacuating the building in the event of an emergency, in accordance with the tutor's tailored personal emergency evacuation plan (PEEP).
3. To ensure the Post 16 Tutors working environment is free from health and safety risks i.e., routes into and out of the colleague's workstation, amenities, and especially the route to fire exits are clutter free, and or not used as a storage area, temporary or otherwise.
4. To support the Post 16 Tutor with the set up and operation of required technology including PowerPoint presentations and the use of the interactive whiteboard, ensuring the correct visuals are presented and providing delivery prompts during tutorial sessions.
5. To be responsible for general classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

6. Supporting the Post 16 Tutor with general classroom behaviour management, monitoring and evaluating the learning environment provided alerting the Post 16 Tutor of any issues, which a not conjunctive and or disruptive to a purposeful learning environment.
7. To support the organisation, management and safe storage of student work and submissions in accordance with Academy and Trust policies and procedures.
8. Supporting the Post 16 Tutor with student 1-2-1 tutorials, 6th form events and open evenings as directed, providing relevant feedback to the tutor regarding any social, emotional and or physical needs of students observed.
9. Undertaking activities, as directed by the Post 16 Tutor, with individuals or small groups of students.
10. Demonstrating creativity in assisting with the practical resourcing of the classroom
11. Assisting in the supervision of students particularly at break periods and the beginning and end of session

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures, and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It is important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Support Assistant – Post 16 Tutor Support

SKILLS, KNOWLEDGE, AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent oral and written communication skills	✓	
Effective organisation and time management skills	✓	
Excellent ICT skills including use of Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint	✓	
Working knowledge of SIMs		✓
Experience of note taking	✓	
Ability to maintain paper or electronic records	✓	
Ability to converse at ease with pupils	✓	
Knowledge of the requirement of the National Curriculum		✓
Knowledge of the wide range of agencies working in the areas of learner support		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Good general education with English and Math's Grade C/4 or above	✓	
NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with young people		✓
Able to respond positively and effectively to unexpected problems and situations.	✓	
Experience of working in a school environment		✓
Experience of providing learning support to students		✓
Experience of supporting an individual with sight loss		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to form effective professional relationships with a wide range of contacts	✓	
Empathy with young people facing barriers to their learning	✓	
Able to plan own workload and meet deadlines	✓	
Able to work under own initiative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
An interest and commitment to the whole school community		✓
A commitment to child protection and safeguarding	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check.	✓	
Medical clearance.	✓	

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Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.