

## JOB DESCRIPTION

Job Title:	<b>Team Leader Student Support</b>	Salary: <b>Grade 5 (pro rata to hours/weeks worked)</b>
Location:	<b>Whitley Academy</b>	Hours of work: <b>37 per week TTO plus 1 week</b>

### Job Purpose

To work closely with students in a variety of settings from 1:1 and small group work to classroom teaching and work with families and external agencies providing a complementary service to that provided by teachers; addressing the requirements of students who need help and support to overcome barriers to learning. You will work both at school and in students' homes in order to ensure students achieve to their full potential. You will contribute to the work of the school in raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour.

### Duties and Responsibilities

#### Team Leader Responsibilities

These will include:

- To lead the Student Support Staff team in one of the identified settings i.e. The Base, The Foundation programme, the main school or 16+.
- To provide an excellent role model for Support Staff regarding their work with students, teachers and families.
- To support the Director of Student Welfare in the delivery of the day-to-day responsibilities of the team.
- To support the senior leader identified to lead Support Staff in the absence of the Director of Student Welfare.
- To assist with the induction and training of new Support Staff.
- To implement and monitor the school's Quality Assurance Framework for team members ensuring that all observations and feedback are carried out in line with the school's appraisal requirements.
- To take the lead in meetings as necessary.
- To attend all parents' evenings and open events.

### Core Responsibilities

These will include:

- To develop positive relationships with students identified as needing support; devising, implementing and evaluating individual action plans for these students, working with teachers in the school, in order to improve educational outcomes and help students to achieve their full potential.
- To maintain confidentiality and ensure that all duties are undertaken in accordance with the General Data Protection Regulation (Data Protection Act 2018).
- To maintain good order and discipline amongst the students in line with the school 'Behaviour Policy' to ensure a positive learning environment.
- To encourage the young people to interact and work co-operatively with each other and engage all students in learning activities.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with teachers, to ensure continuity is maintained for students.
- To supervise classes and to undertake work/activities that has been set by teachers, collecting completed work after the lesson and returning to the appropriate teacher.
- To report back to the appropriate person on any issues arising.
- To co-ordinate individual support for identified students in liaison with the Director of Student Support.
- To work with teachers, pastoral staff, and other outside agencies to identify students with barriers to learning and at risk of disaffection in order to ensure that appropriate support is provided in school.
- To establish and maintain contact with the families/carers of students receiving support in order to keep them informed about their needs and progress and to secure positive family/carers engagement.
- To transport students when necessary, using either school vehicles, own vehicle, or public transport (business insurance/MOT required when using own vehicle).
- To establish good relationships and work closely with other agencies who may also be involved in supporting a targeted student - e.g. Behaviour Support, Child Guidance, Business Mentors, Voluntary Mentors - so that the needs of the student concerned are met in a focused and integrated way.
- To develop as full a knowledge as possible of the range of agencies and activities which can be drawn upon to support vulnerable students.
- To assist/supervise examinations when required.
- To take part in all appropriate CPD.
- To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.

- Undertake supervision of children in the playground and dining room as required.
- To encourage positive attitudes to students receiving support and a shared understanding of their needs within the school.
- Assist class teachers in preparing and supervising outings and visits.
- Attend staff meetings as necessary.
- To represent and promote the school positively.
- Any other duties and responsibilities within the range of the salary grade.
- All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.