

BURE PARK SPECIALIST ACADEMY

JOB DESCRIPTION

Post Title: 1:1 Education and Care Support Worker

Responsible to: Senior Leadership Team

Grade: H (Term Time Plus 6 weeks)

General Responsibilities:

- To be responsible for implementing a full and enriching timetable to a student on a 1:1 basis, including the teaching of English, Maths and Humanities.
- To carry out risk assessments relating to this curriculum
- To be responsible for planning all lessons taught to the student in-line with the National Curriculum and the age related ability of the student - ensuring work is challenging and engaging and is responded to in a suitable and timely manner.
- To meaningfully assess pupil progress against agreed targets including academic, social and EHCP outcomes.
- A knowledge of specific learning difficulties and pupils specific learning programmes and activities is necessary when dealing with pupils in the school.
- To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
- To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.

Main Responsibilities:

- To be responsible for the safety of children by exercising adequate control and supervision.
- To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme.

- To provide a full and enriching timetable of lessons and activities that furthers the student's general development as well as caters for their social, emotional and mental health needs.
- Be responsible for all learning activities that the student you are working with undertakes.
- To attend regular meetings with members of the Senior Leadership Team to update on work undertaken with the student and the impact of any interventions on both academic and SEMH progress.
- To monitor and evaluate the student's risk assessments and behaviour intervention plans in association with the Senior Leadership Team.
- Be responsible for the record keeping of any work undertaken with the student and be able to present on the impact of specific learning activities.
- To monitor and report on any safeguarding issues.
- To take part in the Norfolk Steps initial training and in addition, to participate in advanced Norfolk Steps training as directed by the Headteacher.
- To adhere to and update all risk assessments when partaking in any outside learning activities, including any trips or clubs.
- Liaise with parents/carers about the needs of the student and to discuss and report on all learning and extracurricular work completed.
- Perform any other tasks that the Headteacher may reasonably request.
- To take responsibility for organising and managing appropriate learning environments and responses.
- To work with other students in a 1:1 manner where appropriate or necessary.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 37 hours is configured in agreement with the Headteacher.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.