



## ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of Children and young people and expects all staff to share this commitment

<b>POST TITLE:</b>	Alternative Provision Student Support Worker
<b>HOURS WORKED:</b>	32.5 hours per week, Monday to Friday, term-time
<b>GRADE:</b>	TA Job Family Grade 1 Point 4-5 £18,426-£18,795 FTE
<b>RESPONSIBLE TO:</b>	Alternative Provision Manager
<b>PURPOSE OF JOB:</b>	Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. Supporting students on alternative provision pathway.

### SAFEGUARDING:

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

### MAIN RESPONSIBILITIES:

- Supporting in Alternative Provision lessons on the school site
- Supporting in offsite Alternative Provision activities
- Meeting and mentoring students in one: one capacity
- Liaising with other staff to ensure that students have the best bespoke educational packages.
- Communicating with parents/carers about day to day issues for students on Alternative Provision pathways.
- Implementing the school's Behaviour Policy in lessons to ensure child protection, good order, discipline and the maintenance of health and safety.

### Supporting students

- To assist students to learn as effectively as possible in class, group and individual situations.
- Establish a supportive relationship with students, promoting a positive role model
- Encourage and support the integration of the students into the class
- Promote and reinforce the student's confidence and self-esteem
- Guide students on task and build motivation
- Support students socially during the school day, supervising students at break and lunchtime when necessary.

### **Supporting the Alternative Provision Manager (APM)**

- Under the direction of the Manager (APM), carry out pre-determined tasks to support student learning.
- Assist in the day to day running of a safe, healthy and enjoyable environment.
- To assist in the development, implementation and review of individual student timetables/program
- Assist in the preparation of learning environment
- To contribute and support student review meetings

### **Supporting the school**

- To liaise, advise and consult with other members of the team, supporting the students when asked to do so
- Develop effective working relationships with parents and staff
- To attend relevant in-service training
- Understand school policies and procedures including those relating to confidentiality □  
To be responsible for promoting and safeguarding the welfare of students □ Attend and actively participate in Inspire meetings and staff meetings.
- Act as an extension of the school's pastoral system by supporting students and their wellbeing and report any concerns to APM

### **Participating in performance management and professional development activities.**

This will include:

- Participating in the school's arrangements for performance management.
- Participating in arrangements for further training and professional development, including attendance at professional training days.

Last Review Date: September 2019  
Next Review Date: April 2020

September 2019