

# The Sele School



## Academic Support Worker

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### Job Description

<b>Job Title:</b>	<b>Academic Support Worker</b>
<b>Grade/Salary:</b>	<b>H4 – H5: Pro-rota (Actual salary: £22,233 - £25,271) Depending on experience</b>
<b>Hours:</b>	<b>37 Hours</b>
<b>Working Week:</b>	<b>39 (38 working weeks = Term Time + 5 inset days)</b>
<b>Responsible to:</b>	<b>Subject Leader</b>

#### Purpose of the job

The Academic Support Worker will play a key role in supporting teaching staff targeting specific students to stretch and challenge them. They will be part of a wider team made up of the pastoral team and SEND team in promoting positive behaviour, engagement, and well-being among students. This role supports students' learning by managing behaviour, preventing disruptions, and responding to escalations. It operates flexibly across lessons and unstructured times, providing behaviour support, facilitating removal and reintegration when needed, and delivering targeted academic and engagement interventions outside lessons times. They will also provide support to subject leaders and teachers in the classroom to help with the management of students' learning. They will also play a key part in the transition from Year 6 to Year 7 and be responsible for delivering the content of the transition summer camp.

#### Main Duties

##### Support for Students:

- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students, encouraging them to interact with others but also to act independently where appropriate.
- To supervise and provide individual support for pupils at unstructured times when required by the subject leader.
- To work with students providing in-class and withdrawal support for individuals and, on occasions, small groups of students of any ability and in any curriculum area.
- To provide support for students with personal, emotional, social, and behavioural problems, e.g. by giving time to listen to their concerns to enable students to feel valued and respected.
- To support the classroom teachers to help with creating resources for students.
- To develop students' problem-solving skills by providing opportunities for developing investigative skills and encouraging students to use a variety of information sources and seek a range of solutions.
- To use ICT for learning activities and support students to develop competence and independence in the use of ICT.
- To use specialist curricular knowledge or experience to support pupils' learning.
- To carry out administrative tasks as necessary.

##### Support for the Subject Leader/Teacher

- To support the teacher in managing student behaviour, reporting difficulties as appropriate.
- To use strategies, in liaison with the teacher, to support students in achieving learning goals.
- To prepare the classroom as directed for lessons and clear afterwards.

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- To support and help to maintain a purposeful, orderly, safe and supportive environment, in accordance with subject plans.
- Responding to individual needs by personalising resources for an individual or small group.
- To ensure students who are absent from lessons complete the work they have missed
- Liaise between the Form Tutor, Subject Leader and Pastoral team ensuring student information and student barriers to learning are being dealt with by the appropriate department

## **Support for the School:**

- To ensure all students have equal opportunities to learn and develop.
- To ensure the delivery of summer school is consistent and of high quality.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, and confidentiality, reporting all concerns to the appropriate person.
- To establish good relationships with parents through phone calls and meetings
- To contribute to the vision, values, and ethos of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To undertake administrative responsibilities.
- To attend, where appropriate, whole school events.
- To participate in training and other learning activities and performance management as required.
- To support the school with extra duties during unstructured times.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager.

## **Equal Opportunities:**

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to an appropriate person.

## **Safeguarding**

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the school's pre-employment checks.

## **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks.

## **Additional Information**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

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## **Contacts**

The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

## **Additional Information**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

*The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary; this may include working across all sites if needed. The postholder works under the direction of the Deputy Headteacher and is accountable to both who will delegate areas of responsibility as required. The Deputy Headteacher is responsible for the postholder's performance management. This job description may be amended at any time after full consultation, but in any case, will be reviewed annually.*