

## Group Guide

Job Description
The purpose of this post is to:
<ul style="list-style-type: none"> <li>• Provide essential support to a specific group of students who have complex social, emotional, and mental health (SEMH) needs.</li> <li>• Provide consistent support and guidance throughout the school day, working with the group leads to facilitate their academic engagement, social development, and emotional well-being.</li> <li>• Work closely with the pupils, teachers, pastoral team, and parents to maintain a positive and successful learning experience.</li> <li>• Plan and facilitate smooth transitions between lessons and activities throughout the school day.</li> </ul>
The successful candidate will:
<ul style="list-style-type: none"> <li>• Provide dedicated support to a small group of students with complex SEMH needs.</li> <li>• Build strong, trusting relationships with students and act as a key member of staff.</li> <li>• Adopt relevant strategies to support the work of subject leads and increase the progress of all pupils</li> <li>• Facilitate smooth transitions between lessons and activities throughout the school day.</li> <li>• Use effective behaviour management strategies, in line with the school's policy and procedures, including the use of Team Teach.</li> <li>• Make considerable use of effective communication and conciliatory skills including the use of restorative practices.</li> <li>• Work with the pastoral and subject leads to ensure appropriate support is in place.</li> <li>• Maintain pupil and school records including those linked to safeguarding, communications, attendance, and behaviour.</li> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.</li> <li>• Communicate effectively and sensitively with pupils and their families to ensure a partnership approach to learning.</li> <li>• Participate in relevant training and professional development activities.</li> <li>• Attend meetings and contribute to the wider work of the Key Stage team.</li> <li>• Provide pupils with safe and predictable learning routines at school, in the community and in the family home.</li> <li>• Promote, support and facilitate inclusion by encouraging the participation of all pupils in learning and extracurricular activities.</li> <li>• Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.</li> </ul>

Essential criteria
Qualifications
<ul style="list-style-type: none"> <li>● Good general education with high grade GCSE or equivalent in Maths and English</li> <li>● Willingness to undertake further training/qualifications</li> </ul>
Experience
<ul style="list-style-type: none"> <li>● Work or voluntary experience in a relevant setting</li> <li>● Experience of working with pupils with complex needs</li> <li>● Experience with pupils with a wide range of barriers to accessing education</li> </ul>
Knowledge and Abilities
<ul style="list-style-type: none"> <li>● Knowledge of matters related to inclusion and particular those related to education</li> <li>● Awareness of safeguarding procedures</li> <li>● Awareness of Special Educational Needs</li> <li>● Ability to build and maintain professional working relationships with pupils and their families</li> <li>● Ability to communicate effectively with a range of stakeholders</li> <li>● A patient, resilient and empathetic approach</li> <li>● Strong understanding of positive behavior support strategies and de-escalation technique</li> <li>● Ability and willingness to drive for work when required</li> </ul>
Additional Requirements
<p>We expect all our adults to:</p> <ul style="list-style-type: none"> <li>● Uphold and promote professional standards including the Trust and Academy's code of conduct and values.</li> <li>● Establish constructive relationships with all and understand and respect the position of all within the Trust.</li> <li>● Contribute to the overall ethos, work and aims of the school.</li> <li>● Promote the inclusion and acceptance of all pupils.</li> <li>● Work as a member of a team to provide a safe, caring and stimulating environment.</li> <li>● Be warm, consistent and reliable.</li> <li>● Attend to pupils' personal needs (including social, health, physical, hygiene, first aid and welfare matters) according to the school's policies and procedures.</li> <li>● Provide children with a 'secure base' in school by: <ul style="list-style-type: none"> <li>○ helping them to regulate their emotions</li> <li>○ modelling the role of a trusting adult</li> <li>○ supporting them to form and maintain trusting relationships with others</li> <li>○ maintaining a calm and consistent approach and asserting appropriate boundaries</li> <li>○ encouraging children to reflect on what goes wrong but not in a way that induces shame.</li> </ul> </li> <li>● Provide an on-call response for pupils.</li> <li>● Administer and assess routine tests and invigilate when required.</li> <li>● Undertake administrative tasks relevant to the role and according to the systems of the school.</li> <li>● Assist with the supervision of pupils on visits, trips and out of school activities as required.</li> </ul>

- Supervise pupils at lunch and break times.

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal and develop and promote high standards of professional conduct throughout the Partnership.

You will be expected to carry out your duties in line with the SPP's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services. You will be expected to travel and will, therefore, have access to a vehicle (with appropriate Business Insurance) or other appropriate mode of transport. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within 'good practice' guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

**As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding.** Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.