

1.1 Post Title: Induction Support Worker
Responsible to: Induction Team Leader
Grade: 7 Pt.13-17
Hours: 37 Hours per week, Term Time only plus 5 days per annum

1.2 Accountabilities:

- To support students during their induction to the college
- To support student's learning and positive learning behaviour in lessons
- To support student's learning and positive behaviour in breaks and activity times
- To provide individual support and 1:1 interventions where identified
- To play a key part in the planning and delivery of individual student programmes and to contribute to other extended curriculum activities.
- To fully contribute to the staff team's and Meadowbrook's collective responsibility to secure outstanding outcomes for all students
- To follow Meadowbrook College procedures in safeguarding and child protection

1.3 Specific duties and responsibilities:

With students:

- To gather baseline assessment data
- To upload student data to Bromcom
- To act as a positive role model, maintaining the highest professional and personal standards, in order to encourage positive behaviour and thinking in all students.
- To work alongside teachers and other staff to support student learning during lessons and activity sessions.
- To supervise the work being undertaken by individual or small groups of students, some of whom might be deemed to be at risk and may have challenging behaviour.
- To supervise students from arrival to leaving, through all break times.
- To deliver elements of the core curriculum under the guidance of teaching staff.
- To take joint responsibility, with identified lead staff, the planning, delivery and evaluation of extension curriculum sessions
- To support strategies to maintain high attendance for the students and take action when non-attendance occurs.
- To take part in supporting students during off-site activities, visits and trips including outdoor pursuits/residential education opportunities.
- To ensure that all people involved in any session are supervised and safe.
- To promote an effective 'learning partnership' between students, parents/carers and Meadowbrook College by undertaking direct and regular liaison with parents/carers.
- To be committed to safeguarding, child protection and promoting the welfare of children and young people by following Oxfordshire County Council & Meadowbrook College procedures for safeguarding and child protection.

With parents:

- To support the induction team leader with home visits and welcoming parents to the site

As a professional Meadowbrook Team member:

- To actively promote Meadowbrook restorative principles and practices.

- To attend all staff meetings/briefings, training sessions and other meetings as necessary.
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy.
- To participate in the Meadowbrook College Performance Appraisal Scheme for staff.
- To undertake relevant professional development and training where and when necessary
- To undertake any other duties commensurate with the post as directed by the Headteacher