

JOB DESCRIPTION

Post title:	Primary Curriculum Support Worker
Academy:	Excelsior Academy
Reporting to:	School Principal
Salary/Pay range:	£20,255 (full time equivalent), £17,762.08 (actual)
Hours of work:	37 hours per week, term time only

Purpose of Job

To work directly with pupils, providing one to one or group support to pupils of all abilities, including those who are gifted and talented as well as those who demonstrate difficulties in accessing the curriculum. This includes planned sessions as well as responding to situations as they arise.

Main Duties and Responsibilities

- Implement the school's policies and procedures with regards to learning, attendance and behaviour.
- Work directly with pupils, including those with poor or challenging behaviour, higher ability students and in-year admissions in a variety of settings including one to one, small group and in class support as well as in "off-site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis.
- Work with parents/carers to promote positive attitudes to learning.
- Contribute to Academy target setting, tracking and monitoring pupils' behaviour/attitude to learning, and work with staff to set targets and monitor progress in these areas.
- Identify where there are concerns about pupils' behaviour and ensure that appropriate action is taken.
- Work with appropriate agencies to provide pupil support.
- Provide coaching/mentor support in accordance with the Academy's procedures to those pupils assigned for this purpose.
- Working with individual and groups of children to support their learning.
- Working with individual and groups of children to support play.
- Working collaboratively with teachers in relation to planning, pupil progress and assessment.
- Maintaining records in accordance with the expectations of the School Principal.
- Playing a key role in creating an effective learning environment.
- Assisting in the maintenance of a safe environment.
- Meeting and greeting parents and children when they arrive.
- Assisting in the process of parents/ carers collecting pupils at the end of the day.
- Supporting children with dressing particularly at times when they change clothes, for example PE.
- Supporting children at meal times.
- Supporting pupils with their general hygiene.
- Supporting teachers with displays and presentation of resources.
- Supporting pre-school breakfast club.
- Supporting after school club.

Other Duties

- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.