

Job Description & Person Specification

Pupil Intervention Worker

Line Manager: Head of School / Pupil Support Manager

In addition to the requirements of a Learning Support Assistant and any other agreed responsibilities.

Job Purpose

To assist the Head of School / Pupil Support Manager in developing the school as a high quality specialist provision for pupils with emotional, social and behavioural difficulties (SEBD) through providing the highest standards of pastoral care for all pupils of all abilities in a safe and orderly learning environment which provides a high standard of behaviour. To support the teacher in addressing the needs of all pupils but especially those pupils who need particular help with behaviour management to overcome barriers to learning. All the duties outlined are carried out under the direction and supervision of the Head of School / Pupil Support Manager.

Areas of Responsibilities and Key Tasks

Strategic Direction and Development of the School

- Contribute to the life and community of the school in all of its aspects.
- Establish and maintain a positive learning environment in which the pupils' behaviour is well managed and within which social, emotional and learning needs can be met within a supportive framework.
- Support the Head of School in assisting staff to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion strategies.
- To record relevant educational, social and behavioural information within an agreed framework.
- To promote the social and emotional development of children through positive approaches that encourage appropriate relationships and the development of self-esteem.

Teaching and Learning

- Report, record, assess and contribute to the written and verbal assessment of the personal, social and behavioural needs of a pupil or group of pupils attending Crookhey Hall School.
- Provide information and advice to enable pupils to make choices about their own learning, behaviour and attendance.
- Support the challenge and motivation of pupils, promoting and reinforcing self-esteem.

- Support pupils' access to learning using appropriate strategies and resources.
- Assist with the gathering of information and updating of records and contribute to the review of systems or records.
- Assist with the supervision of pupils on visits, trips and out of school activities as required.
- To occasionally transport children home and on educational visits etc.

Leading and Managing Staff

- Model good working relationships with teaching and support staff, pupils and parents in order to promote an effective learning ethos in the school.
- Organise and promote teamwork throughout the school.
- Support the Head of School in the supervision and direction of staff during the school day and the organisation of sanctions, such as loss of break/detentions.
- Assist the Head of School / Pupil Support Manager in the upkeep of the school's tracking system and incident recording.

Behaviour Management

- Have the ability to identify and de-escalate potential problems before they escalate and be able to develop strategies to promote the positive behaviour of pupils.
- Assist the Head of School / Pupil Support Manager in leading the school in behavioural professional conduct, and as such:
 - ◆ taking responsibility for the development, implementation and monitoring of PHPs / IBMPs;
 - ◆ collecting and collating all paperwork etc;
 - ◆ analysing/looking for trends in behaviour;
 - ◆ maintaining acceptable levels of behaviour and control (as agreed by Head of School) among the pupils attending the school, safeguarding their health and safety when they are authorised to be on the school premises and when pupils are engaged in authorised school activities elsewhere.

Pupil Care and Welfare

- Be familiar with and supporting all staff in following the school's safeguarding policy.
- Be aware of, and comply with, policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.

Other

- Review, assess and comment on (orally and written) his/her practice, programmes of work and to participate in the arrangements for his/her further training and professional development as Behaviour Support Assistant.
- Advise and support the Head of School / Pupil Support Manager and co-operate with the SENCo, other teachers, learning support assistants and

other staff in the preparation and development of behavioural and social strategies, teaching and other programmes, assessment and pastoral arrangements of pupils, routines, policies, training days and transportation, in the interests of the pupils attending Crookhey Hall School.

- Comply with the school handbook and the requests, memos and directives given by the Head of School.
- Accept responsibility for particular areas within the school as allocated by the Head of School and specific tasks dependent on ability.

Working Time

- The Pupil Support Worker will be required to work 195 days in any one academic year, of which 190 days shall be with pupils.
- Working hours are 8.30am – 4.00pm.

Essential

- GCSE's in Maths and English, grade C or above
- Basic computer literacy skills
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Ability to work successfully with pupils with challenging behaviour
- Driving Licence
- Negotiation Skills
- High expectations of others
- Resilience
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

Desirable

- Previous experience of working with young people, preferably in an educational setting
- Qualification related to Child or Social Care
- Understanding of relevant policies/codes of practice and awareness of relevant legislation