



POST TITLE: 1:1 Pupil Support Worker (FIXED TERM CONTRACT)

Reporting to: Pastoral Manager, Senior Leadership Team.

Responsible for: The provision of a full learning experience for students on 1:1 basis

Liaising with: Head of School, Senior Leadership Team, teachers and support staff, LA representatives, external agencies and parents/carers

Working Time: 37.5 hours per week – Term Time only

Post Purpose:

- Under the reasonable direction of the Head of School, carry out the professional duties of a 1:1 support worker.
- To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for the student.
- To contribute to raising standards of student attainment.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full potential.
- To be aware of students with social, emotional and mental health needs and how to support them appropriately

Main Tasks/Responsibilities for 1:1 Support/PSW role

1. To be the secure person for an identified student by supervising and providing support, ensuring their safety and access to learning activities.
2. To encourage the social and emotional development of the individual student through positive approaches that enhance appropriate relationships, develop self-esteem and promote problem solving
3. To encourage and develop acceptable learning skills, such as study skills, on task behaviour and co-operation.
4. Establish therapeutic relationships with the student and interact with them according to their individual needs.

5. To implement strategies for students with attachment issues and past trauma
6. To help students regulate their emotions
7. To accompany class groups on external educational visits
8. To assist in classroom organisation and display work.
9. To provide cover for PSWs as directed
10. To carry out detention duties and transport as directed.
11. To conduct home visits as directed
12. To attend relevant meetings as directed
13. To assist teachers in developing and implementing individual educational and nurturing programme
14. To support individual student across a broad and balanced curriculum
15. To prepare materials and equipment.
16. To record reward points
17. To attend briefings, operational, PSW and staff meetings and contribute constructively on specific issues to encourage the development of agreed whole school approaches.
18. To participate in In-Service Training and Staff Development Programmes.
19. To eat with the children at lunch time, encouraging appropriate behaviour, sensible conversation and acceptable eating habits.
20. To supervise pupils at break times & participate positively in allocated social activities.
21. The pupil support worker will be involved in the organisation's supervision and appraisal systems.
22. To complete effort/tracking on the student you are supporting.
23. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
24. To correspond positively with parents, using school procedures.
25. To contribute to pupil passports and any SEN paperwork, reviews, IEPs and ECHPs.
26. To assist in monitoring and following up student progress.
27. To liaise with outside providers and provide progress reports for external agencies.
28. Leading and organising activities to suit the needs of the student.

School Ethos

29. To play a full part in the life of the school community, to support its distinctive mission statement and ethos and to encourage staff and students to follow this example.
30. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
31. To undertake any other duty as specified by staff handbook not mentioned in the above.

Person Specification

To be able to undertake the duties in the job description, applicants should possess the following knowledge and skills:

An ability to diffuse conflict

Empathy with young people facing barriers to their learning

The ability to deal with sensitive information in a confidential manner

The capability to remain calm under pressure

The ability to use own initiative and flexibility to cope with the unexpected

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

A good level of English and Maths.

Knowledge & understanding of the National Curriculum

Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.

Excellent organisational and time management skills.

The ability and willingness to work constructively as part of a team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.