



## Aspire Schools Alternative Provision

<b>Post:</b>	<b>Learner Support (Pastoral/Behaviour)</b>
<b>Responsible to:</b>	<b>Head of School</b>
<b>Working with:</b>	<b>Learner Support Team / Teachers</b>
<b>Responsible for:</b>	<b>Behaviour management/interventions to engage students</b>
<b>Contract:</b>	<b>Term Time only, inc. INSET, plus 5 days</b>
<b>Salary:</b>	<b>Range 2-4</b>
<b>Location:</b>	<b>Across Aspire Sites</b>

### Main Purpose of the Role

The Learner Support Team is responsible, under the direction and support of the Team Leader and Head of School, for daily behaviour management at each site; the Learner Support Team is also responsible for working with the Team Leader to develop strategies and interventions to help engage students with learning. The post holder will work sensitively and positively with disaffected students at Aspire and will carry out such other associated duties as are reasonably assigned by the Headteacher.

### Key Responsibilities and Tasks

- Responsible for delivering learner support (behaviour) at each site, responding flexibly to the needs of the site and to student and staff issues as they arise.
- Acting as learner support 'front line' at key stress points in the day (eg. Student start and transition times, lunch)
- Responsible for bringing key information to the Team Leader, ensuring that all pastoral information and issues are communicated.
- Responsible for supporting other colleagues with the management of the student induction and transition process.
- Responsible for acting as mentors to the more complex students, and helping to develop the mentoring scheme.
- Responsible for a daily input into sims , ensuring that any incidents regarding behaviour are recorded and communicated and undertaking any subsequent interventions as agreed by the Team Leader.
- Responsible for monitoring attendance recording and subsequent follow-up and intervention.
- Responsible for contributing to Learner Support attendance at key worker meetings, as agreed with Team Leader and Head of School
- Responsible for regular and routine liaison and communication with parents/carers, as agreed with Team Leader.
- Responsible for engaging with the professional development programme designed for the Learner Support team (behaviour) and for other CPD designed for Aspire staff

### **Other Responsibilities**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school's corporate policies.
- To continue personal development as agreed.
- To provide cover when necessary to cover absences, where possible.
- To work collaboratively with colleagues.
- To undertake any other reasonable, related duty, which the school may request from time to time within a reasonable work schedule.
- To keep up to date with developments and legislative changes in areas of responsibility. Proactively seek professional development opportunities.
- To promote and participate in the school's performance review process.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and students.
- Every member of staff has a duty to commit to the safeguarding and welfare of all students at the school.
- To participate in staff programmes for training, in particular safeguarding and Health and Safety.
- Share in the corporate responsibility for the well-being and discipline of students.
- Promote the good work of the school in the wider community
- To work flexibly outside of standard hours with prior agreement.

## Personal Specification

Essential	Desirable
<b>Qualifications/Specialist Knowledge</b>	
<ul style="list-style-type: none"> <li>• A good level at GCSE/A levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding / DSL training or alternative Justice training</li> </ul>
<b>Professional Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of dealing in developing positive relationships with children and young people and parents/carers</li> <li>• Experience of working in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Working with multi agencies</li> <li>• Mentoring</li> </ul>
<b>Skills and Aptitude</b>	
<ul style="list-style-type: none"> <li>• Ability to work independently as well as part of a team with a clear sense of direction to pursue priorities in a consistent and determined way.</li> <li>• Excellent communication skills</li> <li>• Ability to work sensitively</li> <li>• Competence with ICT</li> <li>• Able to deal with conflict effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Effective organisational skills and solution focused attitude.</li> <li>• Knowledge of SIMs / CPOMS</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• To want to make a difference to the lives of children and young people</li> <li>• To have a calm, confident and resilient approach</li> <li>• A good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of good health, attendance and punctuality</li> </ul>

## **Continuous Professional Development**

We support Aspire staff through a comprehensive programme of CPD, linked to the annual appraisal cycle. Opportunities include whole school inset days, twilight training, whole day courses and coaching. Staff are also trained in 'Team Teach' to enable confident escalation and a positive handling framework for pupils presenting a danger to themselves or others.

## **Safeguarding**

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Aspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment along with other appropriate checks to ensure suitability. You will be required to undertake appropriate Child Protection Training and be familiar with the Keeping Children Safe in Education.

Each school has a Designated Safeguarding Lead and robust processes for reporting and recording welfare and safeguarding concerns. We have established partnerships with colleagues from external services and endeavour to ensure student safety and welfare is at the heart of our work.

## **Equality Statement**

At Aspire Multi Academy Trust, we pride ourselves on the diversity of people who make up our Academy community; and we value the varied contribution that everyone can make to our learning.

We believe that all children, regardless of race, sex, class, gender, religion, sexual orientation or disability should have high aims and that the Academy's task is to help them all achieve their potential. In order to achieve this, we shall ensure that all areas of the curriculum are suitably resourced in ways that reflect the range of cultures and that encourage children to respect each other's' background.

We similarly encourage parents /carers to share their children's experiences and to offer their own as an aid and encouragement to learning. We will confront and discuss racist and sexist language or conduct; and through the positive enforcement of our behaviour policy we will do our best to ensure that all individuals in the Academy staff, including visitors, feel safe and are treated with consideration when they are amongst us.

Meeting our duties to promote community cohesion, and the spiritual, moral, social, and cultural development of pupils, also supports how we meet the needs of different groups of pupils and how we foster good relations.

## **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Aspire or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## **Health and Safety**

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Trust to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the Aspire Trust Health and Safety Policy.

## **Data Protection**

In accordance with the provisions of the GDPR (2018), jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

## **Note**

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It is not your contract of employment or any part of it. It may therefore be altered from time to time at the reasonable direction of the Chief Executive Officer to reflect the changing needs of the Trust, and always in consultation with the post holder.

This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

**Signature of Post holder** ..... **Date** .....

**Signature of Chief Executive Officer** ..... **Date** .....