



The
Portsmouth Academy

POST: Apprentice Student Engagement Worker

JOB PURPOSE:

To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

Contribute to the effective organisation of the Academy with administrative and clerical support.

KEY ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Principal, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

Curriculum Support

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- To support student interventions across the school such as Breakfast Club and small group supervision in the library
- The preparation of materials/equipment (e.g. books, art supplies, AVA equipment) preparing and clearing up activities with the pupils.
- Maintaining classroom resources and designated areas.
- Assisting with all activities to support learning outcomes using the teachers planned teaching and learning method.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.
- Assist pupils to develop their independence through undertaking tasks.
- Support the use of IT as a tool to enable learning.

- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds.
- Assist with special activities in the Academy within Academy hours (e.g. sports days, plays, concerts, open days) accompany on Academy visits, projects.
- Ensure that pupils work and play together positively and cooperatively, with good behaviour.
- Arrange classroom to create a positive learning environment including arranging classroom displays.

General Academy Support

- Be involved in extracurricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report student and school issues in line with the Academy's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.

Generic Duties relevant to all members of staff

The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Your role will be based at The Victory Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.