

Applecroft School



Job Description: Support Staff Lead

Applecroft School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description may be amended at any time following discussion between the Post Holder and the Assistant Headteacher/Headteacher. It will also be reviewed annually as part of the Performance Appraisal Review Cycle (PARC).

Job Details:

Salary: H4

Contract type: Full-Time (35hrs), Permanent

Reporting to: Assistant Headteacher

Main Purpose:

To provide support to pupils and staff that leads to equitable, high quality provision for pupils particularly those with barriers to learning by:

- Supporting and liaising with members of the school's Curriculum, Teaching and Learning Team and other relevant staff
- Performance managing members of the school's support staff team e.g. Learning Support Assistants
- Having oversight of the school's provision for pupils with barriers to learning
- Advising and supporting other members of staff e.g. teachers and Learning Support Assistants
- Providing support for short-term issues that may affect a pupil's wellbeing
- Work with external agencies

Duties and Responsibilities:

Working with pupils

- Work with identified pupils
- Plan and deliver interventions for specific pupils including 1:1 and in small groups
- Create an environment that supports all pupils, regardless of starting points, to reach their full potential
- Track and monitor progress of identified pupils, including those receiving additional support
- Maintain records and other key documents for identified pupils
- Identify pupils who may be in need of additional support

Working with colleagues

- Liaise regularly with all members of the Curriculum, Teaching and Learning Team providing insights and ideas
- Provide training and support for teachers and Learning Support Assistants
- Liaise with class teachers to identify and support pupils in need of additional support
- Monitor and support Learning Support Assistants and other members of staff carrying out interventions and providing additional support

Working with parents, carers and external agencies

- Liaise with external support agencies and professionals as directed by the Senior Leadership Team
- Communicate with parents about specific interventions / supports in place for their child and the impact of this support
- Liaise with parents/carers about their child's progress
- Provide support and training for parents and carers

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance e.g. Keeping Children Safe in Education, PREVENT, and the school's safeguarding and child protection policies
- Work with the school's Designated Safeguarding Leads (DSLs) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

General duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required including weekly LSA meetings

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.