



Excelsior Academy

Job Description Curriculum Support Worker General Full Time Term Time Only or Term Time plus 1 or 2 weeks

Role Summary

Curriculum and Pupil Support Workers work as members of an Academy School's Team. They work to the direction of The School Principal who will delegate responsibility for their support and management to an appropriate senior staff member. They work co operatively with a number of other professionals including teachers and other curriculum and pupil support workers.

All Curriculum and Pupil Support Workers are expected to work directly with pupils, providing one to one or group support to pupils of all abilities including those who are gifted and talented as well as those who demonstrate difficulties in accessing the curriculum. This includes planned sessions as well as responding to situations as they arise.

All Academy team members are responsible for offering high quality support/liaison with parents and carers.

Responsibilities:

- Implement the school's policies and procedures with regards to learning, attendance and behaviour.
- Work directly with pupils, including those with poor or challenging behaviour in a variety of settings including one to one, small group and in class support as well as in "off site" situations. This will include planned provision as well as responding to situations that might arise on a day to day basis.
- Work with parents/carers to promote positive attitudes to learning.
- Contribute to Academy target setting, tracking and monitoring pupils' behaviour/attitude to learning, and work with staff to set targets and monitor progress in these areas.
- Identify where there are concerns about pupils' behaviour and ensure that appropriate action is taken.
- Work with appropriate agencies to provide pupil support.
- Provide coaching/mentor support in accordance with the Academy's procedures to those pupils assigned for this purpose.

Any other reasonable requests that might be made by the Executive Principal as commensurate with the level of duties or responsibility of this post.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

P. M. Marshall
Executive Principal



Excelsior Academy

Person Specification Curriculum Support Worker General

Essential Criteria

- A commitment to raising standards for all young people at Excelsior Academy.
- Experience of working successfully as a team member.
- Experience of a team approach to problem solving.
- Ability to motivate young people of all abilities.
- Ability to manage young people of all abilities.
- Ability to communicate effectively with adults and young people including through written and verbal communication.
- Ability to work sympathetically yet purposefully with challenging young people.
- Ability to take the initiative.
- An excellent team member.

Desirable

- Experience of working with young people in schools or similar setting.
- Experience of working with parents/carers to support the needs of young people.
- Experience of working successfully with young people between the ages of 11 - 16.