

## **JOB DESCRIPTION FOR NUTRUE AND WELL-BEING TEAM**

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

### **Duties and Responsibilities**

- As a member of the school's wellbeing team, contribute to the identification of pupils to be supported.
- Work with school staff and the individual pupils to be mentored, to agree targets and an action plan to improve the rate of progress being made in the pupils' learning.
- Develop one to one mentoring relationships with pupils to support them in the implementation of their action plans and to overcome the barriers to learning as appropriate.
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- Work closely with the school staff to ensure that mentoring activity supports and is complementary to existing structures and procedures.
- Develop and deliver programmes of activities that enhance the learning of the identified pupils by working with them in small groups or individually outside formally timetabled classes. This could take place by withdrawal from classes; at lunchtimes.
- Develop contact with the families or carers of the identified pupils to support the pupils' action plans and the achievement of their targets.
- Keep careful records of interventions, undertake assessments, track pupils' progress and prepare reports, as requested by the designated member of the school's management team.
- To provide support to pupils through a carefully structured timetable which balances learning and discipline within a caring home-like atmosphere.
- To monitor the progress of pupils via Boxall Profiling System to ensure reduction in the number of behaviour incidents and to improve attendance.
- Develop a coherent and effective programme of lunchtime activities.
- Support the implementation of transition programmes e.g. school-based transition work between key stages.
- It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must always carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

## **PERSON SPECIFICATION**

### **General**

- Act as an advocate for young people with the school, Parents/Carers and other agencies.
- Become familiar with and implement staff codes of conduct and relevant school policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
- To assist the Assistant Headteacher and Designated Safeguarding Assistant in ensuring safeguarding and child protection policies, training and procedures and guidance for the Academy are followed.
- Undertake training, networking and professional development as required by the school.
- To collaborate closely with the Well Being Team to share best practice, monitor progress and evaluate the mentoring initiative.
- To participate in and contribute to school professional development programmes.

### **Skills and Knowledge**

Can use ICT effectively to support learning

Use other equipment technology – video, photocopier

Working knowledge of nurture to address social and emotional needs and relevant curriculum programs

Understanding of principles of child development and learning processes

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

An awareness of, and commitment to, equality of opportunity

### **Experience:**

Experience of working with primary age children

Experience of working with challenging behaviour

**Qualification:**

Nurture training and associated qualifications/training

Very good numeracy/literacy skills

NVQ 3 in supporting Teaching and Learning in Schools or equivalent qualification or experience

Training in relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.

Appropriate first aid training