



Post Title	Grade
Acorn Learning Centre Assistant	Grade 3

### STATEMENT OF PURPOSE

To work under the direct instruction of Acorn Learning Centre Manager. Provide specific support in the care of students and management of the Acorn Learning Centre.

### SUPPORT FOR STUDENTS

#### Assist the Acorn Centre Manager in the following:

- Provide pastoral support to students within the Acorn Learning Centre environment.
- Provide structured support in accordance with specific work programmes.
- Involvement in the implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Provide general support to students, ensuring their safety, by complying with good H&S practice.
- Encourage students to interact with others and engage in activities.

### SUPPORT FOR ACORN CENTRE MANAGER

- Provide structured support in accordance with specific work programmes designed and supervised by the Centre Manager.
- Lead students in a particular curriculum activity.
- Assist with the planning of learning activities and monitoring students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to the Manager on students' achievement, progress, problems etc.
- Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.

### SUPPORT TO SCHOOL

This list is not exhaustive and should reflect the ethos of the school:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all students have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required. (See footnote 1.)
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.

**Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.**

## ESSENTIAL CRITERIA

### Experience:

Supporting children's learning in a school.

### Qualifications/Training:

- Good numeracy/literacy skills.
- NVQ 2 for Teaching Assistant or demonstrate equivalent knowledge skills and experience.
- First aid training as appropriate (e.g. Emergency First Aid course). Desirable not essential

### Knowledge/Skills:

- Understanding of relevant policies/codes of practice.
- Good understanding of areas of learning e.g. Literacy.
- Effective use of ICT to support learning.
- Use of other equipment technology – video, photocopier.
- Well-developed interpersonal skills to be able to relate well to a wide range of people.
- Work constructively as part of a team whilst being able to demonstrate initiative.
- Good communication skills.
- Willing to work towards NVQ Level 3 or recognised equivalent.

### Behavioural Attributes:

- Customer focused.
- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Open, honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Communicates effectively.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

***Perform other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility. These tasks are indicative of the duties and accountabilities of the role and as such are not exhaustive. They will be reviewed periodically to reflect the changing needs, aims and values of the school and the wider Trust.***

***Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees of The Potteries Educational Trust will be expected to comply with the Data Protection Act when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people and to following policy and ensuring compliance with the Health and Safety policy and procedures at all times. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.***

## Achieve Excellence