

Job Description

Establishment: George Spencer Academy
Post Title: Specialist Intervention Caseworker: Behaviour
Grade/Pay Range: new NJC scale 11-17
Hours/weeks: Full time 37 hours per week term time only
Reporting to: Provision Co-ordinator
Department/Team: Well-Being Team

Overall Purpose of Post:

Responsibility for planning, delivering and implementing effective intervention strategies and support to enable our most disaffected and vulnerable students in overcoming barriers to learning and maximise their potential.

Main Duties and Responsibilities

Working as part of our important well-being team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- Manage a caseload of students
- To implement one to one support and intervention programmes for students with a range of social, emotional and behavioural needs
- To provide high quality specialised small group interventions to support students that can demonstrate challenging behaviour.
- To provide excellent support, supervision and care for all users of the Alternative Provision Centre
- To liaise with agencies to access specialised support
- To liaise with the school's Pastoral and Inclusion Teams about targeted students.
- To oversee parental communication as appropriate; to provide regular feedback. to parents/carers of targeted students.
- To oversee communication with colleagues regarding targeted students accessing support
- To support the supervision of the Alternative Provision Centre area at lesson changeover, break and lunchtimes.
- To support the school's Behaviour Policy.
- To monitor individual student's progress and set targets for improvement on a daily/weekly basis.
- To maintain records in relation to individual casework and small group sessions ensuring they are readily available for monitoring and evaluation purposes.
- To provide advice and guidance linked to careers and post 16 choices.
- To be aware of and respond appropriately to individual student's needs
- To develop areas of expertise and ensure knowledge is up to date on best practice
- To support the Assistant Principal (Pupil Development) and Provision Co-ordinator
- To maintain both manual and computerised record and filing systems in line with requirements.
- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required

- To assist in escorting students on educational visits and to participate in extra-curricular activities as required
- To support students in school and public examinations and tests as required

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- To stay abreast of developments and changes in post holder's field and communicate changes to colleagues
- These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

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