

A community of inspiration, excellence and opportunities for all to grow

JOB DESCRIPTION			
Job Title	Outdoor Education Behaviour Support Assistant	Job reference	SS82B
Post Holder		Reports to	Alternative Provision and Inclusion Leader
Grade	Band E 18 – 21 £18870 - £20541	Hours/week	Annualised
		Weeks/year	

Job outcome

Reduce rates of exclusion through the successful provision of an alternative curriculum for students at risk of exclusion, leading to positive post-16 destinations for those students.

Duties and responsibilities

To carry out duties and responsibilities in accordance with the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Academies.

Working under guidance to:

1. Plan and deliver learning activities under the direction and guidance of the Alternative Provision and Inclusion Leader/Classroom Teacher.
2. Plan, deliver and assess accredited level 2 programmes to KS4 learners.
3. Work closely with colleagues to manage student behaviour, maintain order and an appropriate working environment, including implementation of the Academy's behaviour policies.
4. Report to the Alternative Provision and Inclusion Leader /Classroom Teacher on the behaviour of students each day and any issues arising, recording behaviour and actions on the SIMS Learning Gateway.
5. Establish and promote productive relationships with students, acting as a role model and setting high expectations.
6. Promote the inclusion of all students.
7. Assist with setting out learning materials.
8. Liaise closely with the Alternative Provision and Inclusion Leader, Classroom Teacher and other relevant agencies regarding the work set for a class/group.
9. Establish constructive relationships and communicate with other relevant professionals, in liaison with the Alternative Provision and Inclusion Leader/Classroom Teacher, to support students' learning and progress.
10. Effectively communicate the work set to the students and ensure that the students are aware of the Alternative Provision and Inclusion Leader/Classroom Teacher expectations.
11. Encourage students to interact and work co-operatively with others to ensure all students are engaged on the set task.
12. Respond knowledgeably to any questions from students about process and procedures.
13. Observe and report on student performance. Update relevant records at agreed time intervals.

14. Ensure the health, safety and welfare of students is maintained at all times.
15. Promote social and emotional development of students.
16. Deal with any immediate problems or emergencies in accordance with the Academy's policies and procedures.
17. Provide literacy, numeracy and learning support to allow access to the curriculum.
18. Assist with the development and implementation of IEPs.
19. Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
20. Accompany teaching staff and students on educational visits.
21. Support students to improve attitudes to learning and improve their learning power.
22. Support students to develop employability and social skills in preparation to adult life.
23. Support the planning, organisation and supervision of regular off-site activities for students.
24. Help to plan and develop outdoor projects with students on the pinecone site including the running of student-led plant sales.
25. To work with small groups to develop our outdoor gardening programmes.
26. Plan and deliver the horticulture sessions. Develop horticultural skills and experiences for students.
27. The sourcing and purchasing of horticulture resources and materials.
28. The development and delivery of accredited work.
29. Contribute to the overall ethos, aims and work of the Academy.
30. Participate in appropriate Academy-based meetings and training activities.
31. Undertake any administrative duties relevant and appropriate to this post.
32. Take an active part in appraising their own work against agreed priorities and targets in accordance with the Academy's performance management and supervision arrangements.
33. Maintain confidentiality at all times and to observe Data Protection Guidelines.
34. Optional and by mutual consent, subject to appropriate training being provided:
 - a. To support and mentor a named group of students through the Mentoring Process.
 - b. To provide cover for absent teachers when appropriate.
35. To understand and observe the policies and procedures of the Academy.
36. To carry out any other duties as directed by the Alternative Provision and Inclusion Leader/Classroom Teacher.

I understand the contents of my job description and that this job description is subject to regular review.

The employer for all positions with Shirebrook Academy is "Aston Community Education Trust"