

Fulston Manor Academies Trust

**post: ARC Support Assistant**

**Reports to: ARC Provision Lead**

**Responsible to: ARC Provision Lead**

**Hours: 35 hours, Term-Time Plus 4 Training Days**

As a school our motto is ‘Everybody Matters, Everybody Succeeds, Everybody Helps’ we hope you will join us in ensuring all students achieve their potential.

This is a busy position within the school requiring someone with a calm and professional disposition. You will need to be flexible, reliable and have a professional approach towards your work. The ability to work as part of a team is essential, however you will also need to be able to work independently and organise your time.

You will be responsible for working each day with students placed into the school’s alternative resource centre (ARC) on a long-term basis and so the ability to form positive working relationships and support students to make progress is paramount.

**Job Role:**

* Support the ARC Provision Lead with the operation and management of the Alternative Resource Centre ‘ARC’ which will involve small groups of students coming out of mainstream classes from Year 7-11 on a long-term basis due to barriers that are affecting their learning. Where possible, the aim will always be for students to carefully reintegrate back into mainstream.
* Support the delivery of the alternative provision offer for those students for whom main stream education is not accessible.
* Implement provision for students at risk of underachieving because of (but not exclusively) risk of exclusion.
* To make a valuable contribution to students learning and achievement.
* To contribute to students understanding of the impact of their decisions and of their behaviour and help students to develop positive life skills.
* To work effectively with individual students and small groups and to oversee academic progress of students when in the provision.
* To deliver an engaging and inspiring curriculum which is bespoke to individual student’s needs.
* To ensure clear and comprehensive records are kept on the students being supported.
* To have good communication skills to be able to inform, persuade, inspire and motivate students and also provide feedback to staff as required.
* To contribute to weekly team meetings and meetings with external agencies as appropriate.
* To organise and update resources, liaising with teaching staff as necessary.
* To plan the student’s working day and ensure they are making progress.
* To work with students of concern as directed.

**Job Role Duties**

Supporting the students:

* To establish supportive relationships with the students.
* To encourage integration and acceptance of pupils with behaviour concerns.
* Taking into account the special needs involved of some, to aid students to learn as effectively as possible in both group situations by;

Clarifying and explaining instructions / Ensuring the student is able to use equipment and materials provided / Motivating and encouraging the student as required / Assisting in weak areas – e.g. language, behaviour, spelling, reading, handwriting and presentation / Helping students to concentrate on and finish work set / Meeting the physical needs as required whilst encouraging independence.

* Work closely with external agencies and parents to ensure everyone is working collaboratively.
* Implement individual personalised programmes for the length of time the students are in the provision.
* Mentor and manage students with social, emotional and behavioural difficulties.
* Deliver the curriculum to the students to ensure they keep up with their year group and make academic progress in all their subjects.
* Work with groups of students on specific issues, e.g. anger management, bullying, health issues.
* To maintain up-to-date student files and written records.
* To liaise and co-ordinate with the Deputy Headteacher and Personal Development Leader to ensure a smooth transition for students back to mainstream.
* To liaise and co-ordinate with the SEND Department to ensure student needs are being met effectively
* To undertake training and other learning activities as required to ensure own continuing professional development.
* Attend meetings regarding students in the provision.
* Any other tasks as directed by the Deputy Headteacher or Headteacher which fall into the purview of this post.

**All staff:**

Headteacher A G Brookes MA(Cantab)

A Specialist Business & Enterprise School

Headteacher A G Brookes MA(Cantab)

A Specialist Business & Enterprise School

Business &

Enterprise

Headteacher A G Brookes MA(Cantab)

A Specialist Business & Enterprise School

Business &

Enterprise

* Fully engage in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the DSL)
* Model Fulston Manor values to parents and students
* Foster the school’s inclusive ethos
* Take responsibility for their own learning and development
* Develop social cohesion and positive links with the whole of our local community
* Agree annual performance targets, with a view to own continuous improvement

Fulston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.