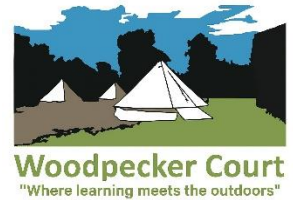


Flexi Support Staff



Job Description

Post:	Flexi Support Staff
Location:	Woodpecker Court, Wigmore Lane, Eythorne, Kent, CT15 4BF
Job Purpose	<ul style="list-style-type: none">• Fulfil the responsibilities of a Tutor and cover pre-prepared lessons in the absence of colleagues when required• Support and cover the Learning Support Assistant role when required• Support and cover the animal care team and practical student sessions when required specifically with driving requirements• Support and cover with the pastoral support of students

Duties and responsibilities

The Flexi Tutor will be assigned a base timetable to follow, providing structured support across designated sessions. However, flexibility is essential, as the role requires the tutor to adapt and respond to changing needs within the provision. This includes stepping into other tasks to provide cover or additional support during busier periods of the academic year, ensuring continuity and consistency in student support and learning.

Tutor (As required)

- To deliver pre-prepared activities to assigned classes when required.
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Promote Woodpecker Court values / ethos in all lessons

Learning support assistant (As required)

- Support students emotionally, physically, and with specialist needs to access the curriculum and activities.
- Assist students with communication, physical, social, emotional, mental health difficulties, and EAL needs, following professional guidance and behaviour plans.
- Help manage and support students displaying challenging behaviour.
- Assess student needs and apply knowledge to enhance learning.
- Supervise students during breaks, lunch, and activities (not as a supervisory assistant).
- Accompany and take responsibility for students on trips and off-site activities.
- Provide pastoral care in collaboration with the pastoral team.
- Support students not following the standard timetable.
- Provide 1:2:1 support for students on a rota basis
- Encourage development of independence, resilience, confidence, and self-esteem.
- Escort students safely to designated transport.
- Use expertise to extend and challenge student learning.
- Support ICT use in the curriculum.
- Help tutors prepare learning reviews.
- Foster communication between provision and home.
- Assist with exam invigilation, including reading and scribing.

Animal Husbandry Support (as required)

- Assist with the daily care and welfare of domestic and farm animals across the site, ensuring safe, hygienic, and compliant practices.
- Maintaining clean and secure animal environments to include:

- cleaning enclosures and equipment/PPE used
- reporting potential hazards
- Monitoring, record and report the health and behaviour of the animals to include:
 - administering medication as directed
 - providing appropriate care, for example coat, skin, scales, plumage and feet
- Handling and caring for animals appropriately including approaching, handling, restraining, moving and recapturing
- Managing food and water monitoring intake and dispose of waste safely
- Store and care for foodstuffs reporting when stocks are getting low
- Working effectively in a safe and healthy working environment following current / relevant health and safety legislation and workplace policies
- Maintaining high levels of hygiene and bio security procedures/infection controls when working with animals

Pastoral support (as required)

- Support in responding to radio calls for dealing with issues of behaviour, safety, well-being and attendance by investigating and resolving pastoral incidents such as poor behaviour, lateness, poor attendance, theft, bullying and friendship break-ups.
- Support to identify strategies to help overcome individual students' barriers to learning
- Support the transition of new students arriving, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the provision's behaviour policy

Whole-school organisation, strategy, and development

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another tutor is unable to teach
- Contribute to the Woodpecker Court community as required
- Attend meetings, including staff meetings, parents evenings, marketing events, courses and discussions both internal and external to the provision as directed, reporting back as appropriate.

Health, safety, and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students consistently, managing behaviour effectively to ensure a good and safe learning environment
- Model good levels of consistent personal discipline

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with students, parents and carers and local community

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high

- standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Person specification

The following qualifications and experience are desirable but not essential. We welcome applications from individuals with relevant transferable skills or a willingness to learn:

CRITERIA	DESIRED QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • Relevant teaching or support qualifications • GCSE qualifications to grade 4 / C or above including English and Maths • Experience working with students with diverse needs including SEMH and SEND. • Experience in delivering pre-prepared lessons and adapting teaching to individual needs. • Experience in pastoral care and managing challenging behaviour. • Experience in animal care or husbandry (desirable for practical sessions). • Experience in supervising students during off-site activities and exams.
Skills and knowledge	<ul style="list-style-type: none"> • Strong understanding of safeguarding and behaviour management policies. • Ability to assess student needs and apply strategies to support learning and development and meet students needs. • Ability to build effective working relationships with students • Knowledge of effective behaviour management strategies • SEN knowledge and activity to deliver to SEN students • Ability to support students emotionally, socially, and academically. • Knowledge of ICT and its application in the curriculum. • Understanding of health and safety regulations, especially in animal care settings. • Effective communication skills with students, staff, parents, and external professionals. • Ability to work flexibly across different roles and responsibilities.
Personal qualities	<ul style="list-style-type: none"> • Adaptable and responsive to changing needs within the provision. • Empathetic, patient, and supportive in approach. • Reliable and punctual with a strong sense of responsibility. • Resilient and able to manage challenging situations calmly. • Ability to work under pressure and prioritise effectively • Committed to promoting the values and ethos of Woodpecker Court. • Professional conduct and integrity in all aspects of the role. • Team player with a collaborative mindset.

Note: This job description may be amended at any time in consultation with the postholder.

Relationships, Respect, Resilience

Routine

