|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | **Progress Engagement Guide** | **Reporting to:** | **Inclusion Manager** |
| **Department:** | **School** | **Direct Reports:** | **N/A** |
| **Key Contacts:** | **Head teacher**  **Operations Managers**  **Inclusion Manager**  **Teachers**  **Tutors** | **Location:** | **Teynham** |
| **Date Created:** | **May 2018** | **Date Revised:** | **N/A** |

**Key Attributes required:**

1. A pro-active focus on pupil learning and engagement;
2. An enthusiasm for working collaboratively with pupils and colleagues;
3. To self- evaluate and reshape own practice in addition to guided training sessions;
4. To be able to co identify and support the needs of individual pupils;
5. An ability to recognise when to seek help and advice from colleagues;
6. To liaise sensitively with parents and carers as you may need to undertake supported home visits;

Job Summary:

To complement the professional work of teachers and the SENCO, you could be asked to:

* Work under the guidance of designated teaching/senior staff to implement the

school’s child -centered philosophy, to enable access to learning for pupils.

* To act as a mentor with a focus on accelerating progress socially, emotionally and academically meeting regularly with pupils to secure strong progress.
* Work proactively across the school to ensure that inclusive practices and good order are maintained in the classroom.
* To support the implementation of universal SLCN strategies
* Plan, prepare and deliver interventions/lessons;
* Monitor pupils by observational assessment,
* Record and report on pupils’ achievement, progress and development.

**Main Duties and Key Responsibilities**

**Support for Pupils**

1. Lead pupil progress meetings with your identified pupils.
2. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
3. Encourage pupils to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
4. Ensure pupils’ safety, welfare and personal hygiene.
5. Oversee pupils at play time and lunch time.
6. Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
7. Make effective use of ICT in learning activities and develop pupils’ competence and independence in its use.

**Support for Teachers**

1. Support teaching and learning targets.
2. Undertake routine annotation of pupils’ work which consistently reflects the school marking policy and accurately record achievement/progress
3. Select and prepare resources necessary to lead/support learning activities, taking account of pupils’ interests, language and cultural backgrounds.
4. Create and maintain an appropriate learning environment in liaison with the teacher.
5. Advise on appropriate deployment and use of specialist aid, resources and equipment
6. Support the administration of tests and public exams.
7. Provide clerical support for teachers including the SENCO.
8. Assist with the display of pupils’ work when required
9. Promote positive values, attitudes and good pupil behaviour.
10. Anticipate and deal promptly with conflicts & incidents whilst encouraging pupils to take responsibility for their own behaviour, in line with established school policies.

**Support for the School**

1. Comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Contribute to the overall work and ethos of the school.
3. Provide feedback for parents to involve them in supporting their children’s learning.
4. Attend and participate in meetings as required, including staff meetings and parents evening.
5. Improve one’s own practice through training, observation, evaluation and discussion with colleagues.
6. Recognise personal strengths and areas of expertise and use these to lead, support and develop others.
7. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

**Other**

1. To develop an area of Specialism, which may support the development of vulnerable learners.
2. Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures
3. Perform other duties as assigned.
4. Maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the business.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.