

St Alban's Catholic High School



“Learning, Respecting, Caring”

Nurture Assistant

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: Grade 3 Points 7-8 -£22,370-£22,777 (£13,985-£14,239 pro-rata)

Hours: 28 hours per week / 38 weeks per year (term time only)

Responsible to: Assistant Headteacher

Job Role To work under the guidance of the SENCo/Pastoral to provide support for social, emotional and mental health needs of individuals/groups, through a nurture group approach.

Main Responsibilities:

- To support in the running and establishment of a school nurture group, the aim will be to develop the hub on a Boxall profile in the future
- To contribute to the whole school inclusive ethos, environment and organisation both practically and as a positive role model for pupils and colleagues

Support for Pupils:

- To support pupils' social and emotional development and promote independence in a safe, secure, aspirational environment employing strategies to recognise and reward achievement
- To support the learning of individuals and groups of pupils through the provision of the wellbeing curriculum and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within wellbeing interventions and the nurture group
- To encourage pupils to interact and work cooperatively with others
- To promote the inclusion of all pupils within the school so that they are able to participate in all aspects of school life

Support for teachers/SENCo:

- To follow-up and address classroom behaviour incidents, as required through the use of a restorative approach
- To listen, support and discuss issues sensitively with parents and carers under the supervision of the teacher/SENCo and to occasionally participate in feedback sessions/meeting with parents

- To provide objective and accurate feedback as required to the SENCo/teacher on pupil wellbeing progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating wellbeing records, contributing to reviews of systems/records as required
- To work with an established behaviour policy to manage behaviour constructively, promoting self-control, self-reflection and independence

Support the Well-Being Curriculum:

- To set out and prepare the nurture room equipment according to the needs of the pupils
- To help pupils access learning activities in the classroom through individual wellbeing provision
- To determine the need for, source and order general and specialist equipment and resources for the nurture room
- To monitor and facilitate use of AV1 robot technology to allow remote access to lessons

Support for the school:

- To promote the policies and ethos of the school, to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils work to reflect their achievement
- To supervise pupils on trips and visits as required
- To attend wellbeing meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice, receiving training where necessary from the school to be a proactive member of the school and pastoral team
- To participate positively and professionally in effective relationships with team members to support achievement and progress of pupils
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Any other duties relevant to the post

The duties above are neither exclusive nor exhaustive and the post holder to carry out additional duties within the context of the job, skills and grade.

Person Specification

Qualifications and Experience	Essential	Desirable
Qualification Grade 4 or above pass in English GCSE (or equivalent)	✓	
Qualification grade 4 or above pass in Math GCSE (or equivalent)	✓	
Able to resolve problems independently	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities.	✓	
Experience of SIMS/ClassCharts & Microsoft Office		✓
General understanding of the operation of a school		✓
Detailed knowledge of school policies and procedures		✓
Excellent telephone manner	✓	
First Aid Trained		✓
Experience of Coaching young people		✓
Experience of supporting disaffected and challenging young people within the school environment		✓
Experience of supporting young people of all abilities including those with SEN, EAL and Gifted and Talented		✓
Experience of delivering specific wellbeing intervention programmes		✓
Experience of developing and delivering consistently effective monitoring and tracking of pupil's successes and areas for development		✓
Communication		
Ability to write produce accurate documents and letters via Microsoft Office	✓	
Ability to exchange complex and sensitive information clearly	✓	
Ability to communicate with parents, external agencies and providers	✓	
Ability to ensure that effective communications are maintained with particular emphasis on customer care and School ethos	✓	
Ability to consult effectively to achieve best outcomes	✓	
Working with Others		
Ability to establish effective relationships with those working in and with school	✓	
Ability to establish rapport and respectful and trusting relationships	✓	
Ability to build open and honest relationships	✓	
Ability to work effectively as part of a team	✓	
Ability to work independently	✓	
Flexible	✓	
Good sense of humour	✓	
Calm and patient	✓	
Responsibilities		
Ability to be proactive and initiate action	✓	
Able to effectively support the work of others	✓	
Ability to plan and manage own time effectively	✓	
General		
Demonstrate commitment to treating all people fairly	✓	
Thorough knowledge of Health and Safety legislation		✓
Understand and comply with safeguarding procedures		✓
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	