



Inclusion Office / Thrive Practitioner / Team Teach Trainer Job Description

Job Purpose

To work as part of a team to provide supervision, support and guidance to a number of pupils by removing barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations.

Objectives

- Ensure all students are safe, happy and secure
- Ensure all students receive high quality learning experiences
- Ensure all students make good progress
- Have responsibility for safeguarding and promoting the welfare of children
- Monitor, assess, keep records of and report upon pupil's learning and behaviour
- Perform the role of personal tutor
- Undertake such duties as are delegated by the Headteacher

Overview of responsibilities

Key Responsibilities

- Establish positive working relationships with pupils, including providing empathy and building a trusting relationship.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and consequences of their actions.
- Maintain the learning/nurture environment to provide safe, quality provision for pupils.
- Challenge and motivate pupils, promote and reinforce self-esteem and confidence.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate school staff, to support the achievement and progress of pupils
- Confidently work with children and provide support for distressed pupils individually or in small groups.
- To plan and deliver support programmes (Thrive 1:1, group work) depending on the needs of individual pupils or groups using Thrive techniques. This includes arranging, assessing and delivering 1:1 screening/action plans.
- To assist in planning and delivery of Family Thrive Intervention Programme to provide family support to enable better progress for a child.
- To be involved in and contribute to the planning cycle for each pupil, including lesson planning, support, evaluation and adjustment of work plans.
- Promote the reintegration of those who have been absent from the classroom where appropriate.
- To maintain positive professional relationships with all members of staff.
- To input confidential data, using electronic systems, to individual support plans and pupil records.
- Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's learning, behaviour and attendance.
- To observe and assess a child's emotional state and put correct interventions in place including signposting for relevant external support.
- To assist with pupil transition, liaising with other schools, including secondary schools.

- To help to ensure that there are appropriate resources to support Thrive activities, including responsibility for the room.
- To take an active role in personal performance development and to participate in training.
- To liaise with the appropriate designated member of staff where child protection issues are concerned.
- To apply pupil discipline and reward in line with the school's policies and practices
- To comply with Health and Safety requirements including administering prescribed medicines to pupils and develop risk assessments for high risk children.
- Perform physical intervention when necessary with high risk children.
- To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.
- To supervise high risk children on visits, trips and out of school activities as required all year round including holiday support.
- There is a requirement within this role to support lunchtime supervisions; to support the welfare, health and safety of pupils; to promote and foster good relationships between pupils through their engagement in play and games activities; to lead and encourage pupils to partake in games and activities commensurate with their age and ability.
- Any other duties as required which are commensurate with the grading of the post.
- Provide training sessions for Team Teach as and when required.

Key Relationships:

- Staff
- Students
- Parents
- Carers

Professional Conduct:

- To have regard to relevant policies and standards.
- To be accountable for own professional actions.
- To recognise own professional boundaries and to seek advice and support when necessary.
- To be aware of and adhere to current legislative and employer procedures relating to the post.
- To collect statistical information as appropriate.
- To be able to identify areas for own personal/professional development as evidenced through robust line management and appraisal process.
- To reflect on practice with others.
- To manage own time and prioritise tasks appropriately.
- To keep up to date with technological advances.
- To attend and contribute to staff meetings.
- To participate in individual performance management reviews and the personal development planning.
- To observe the 'No Smoking' Policy of the school.
- To maintain appropriate confidentiality of information relating to the school and individuals within the Headstart School and Headstart Care. You will be expected to comply with all aspects of the Data Protection Act.

Health and Safety:



To be aware of and act in accordance with the responsibilities placed on you as an employee by the Health and Safety at Work Act 1974. At all times, ensuring the health and safety of other employees, students and visitors.

Commitment to Safeguarding Children:

Everyone who works at Headstart School has the responsibility for promoting the safeguarding and welfare of children

- To be a Designated Safeguarding Lead.
- To know and understand the policy and procedures re Child Protection and Adult Safeguarding.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with staff prior to activities commencing.

General:

You will undertake the specified activities listed in this job description taking responsibility for your own workload. In addition you will undertake any other duties as instructed by the Headteacher or Executive Headteacher.

SIGNED

Date