



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Support worker</b>
<b>RESPONSIBLE TO:</b>	Head of Centre
<b>GRADE:</b>	Competitive, based on experience
<b>HOURS:</b>	Full-time (with flexibility required)

### **About The Open Door Academy:**

The Open Door Academy is a nurturing, specialist alternative provision offering tailored academic support (up to GCSE Level) for students who are unable to attend mainstream school full-time due to Emotionally Based School Avoidance (EBSA/EBSNA) or medical needs. Our focus is on re-engaging students with their learning, supporting their wellbeing, and enabling them to achieve their potential in a safe, flexible, and empathetic environment.

### **Role Purpose:**

This is a key post within The Open Door Academy which requires dedication and a highly efficient and responsible approach. It requires working closely with the Head of Centre to support the teacher with their responsibility for the development and progress of all students. The post holder will be required to work under the guidance of teachers & the Head of Centre to implement agreed work programmes with individuals/groups.

### **Key Responsibilities:**

- Under the direction of the Head of Centre/teacher, follow agreed lesson plans, support the teaching and learning of individual or groups of students, using support strategies appropriate to the needs of students, providing feedback and liaising over problems.
- Contribute to the intellectual and social development of students and work with individual small groups of children to support the achievement of literacy and numeracy targets and in other specific curriculum areas, as directed.
- Prepare, maintain and deploy appropriate learning aids, materials and equipment.
- Contribute significantly to the planning of teaching and learning for individual students. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
- Contribute to the monitoring, recording and assessment of student progress through observation and questioning, against student targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the Academies' behaviour and any related policies and procedures.
- Under the direction of the Head of Centre/teacher develop and maintain supportive relationships with parents, carers and others of the student's community. Work collaboratively with other agencies and professionals, as necessary, including educational psychologists, health professionals, and education welfare officers, to meet the personal and educational needs of individual students.



- Contribute to the care, health and welfare of students in accordance with health and safety and related policies.
- As required, contribute to specific aspects of teaching, learning and personal development, for example, extra-curricular activities, Academy visits, etc.
- To act as a Keyworker to individual students.
- Establish highly effective relationships with students, acting as a role model and setting high standards.
- Support students with consistency whilst recognizing and responding to their individual needs.
- Encourage and promote students to interact and work cooperatively with others.
- Promote independence and employ strategies to recognise and reward self-reliance.
- Provide regular feedback to students and their parents/carers in relation to progress and achievement.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student needs/responses
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To continually update knowledge and understanding of a specialist area and related current research.
- Accompany teaching staff and students on educational visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher.
- Attend regular meetings and referral meetings as required.

*The above lists are by no means exhaustive; it is more of a guide of expected duties. The post holder may, therefore be directed by the Head of Centre to undertake any other duties commensurate with this role*



### **Person Specification:**

#### **Essential:**

- Experience working in an educational, alternative provision, SEN, or pastoral setting.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Knowledge of EBSA/EBSNA, SEMH, and/or medical needs affecting school attendance.
- Excellent communication and interpersonal skills.
- Ability to work independently, use initiative, and problem solve.
- A calm, empathetic, and resilient approach.
- Excellent numeracy and literacy skills, with a good level of education, including GCSE passes at C or above in both English and Maths.
- Training in, or experience of, current learning strategies e.g. literacy or numeracy and/or in a particular curriculum or learning area.
- recent experience in the use of IT, i.e. word processing, spreadsheets, and other computer skills.

#### **Desirable:**

- Knowledge of therapeutic approaches (e.g., trauma-informed practice, restorative practice).
- First aid training/ experience of working with students with medical and/or physical needs.

#### **Why Join The Open Door Academy?**

- Be part of a mission-driven organisation making a real difference to young lives.
- Work in a supportive, caring, and flexible environment.
- Opportunities for professional development and leadership growth.
- Play a key role in shaping the future of an innovative and expanding provision.

The Open Door Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)