

**Job Description  
Care Team Leader**

<b>JOB TITLE:</b> CARE TEAM LEADER	<b>GRADE:</b> Point 33 – 38 FTE £29,909.00 - £34,106.00 TTO + 10
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<b>RESPONSIBLE TO:</b>	Designated SLT member
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<b>EMPLOYEE SUPERVISION:</b>	
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**Purpose of Post:**

- To work under the guidance of teaching/senior staff and within an agreed system of supervision.
- To develop and implement systems which enable behaviour change and positive behaviour for learning
- This could include detailed and specialist knowledge in particular areas and will involve supporting young people in achieving the outcomes identified on their EHCPs.
- Staff may also develop and lead some classroom learning to support improve behaviour.
- The primary focus will be to maintain good order and discipline across an area of school.
- Provide specialist support in ensuring that pupils are able to engage both in the classroom and across the wider school community.
- Provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.
- Lead attendance procedures to ensure that the highest possible levels of attendance are achieved.
- To be Designated Safeguarding Lead for the site and lead on all matters regarding safeguarding and the protection of our students.

**Key Areas:**

- Support for pupils
- Support for the Teachers
- Support for the School
- Supporting Safeguarding
- Supporting Parents and Families

**Duties and Responsibilities:**
**Support For Pupils**

1. Use specialist (de-escalation / curricular/ learning) skills/ training/ experience to support pupils.
2. Be the expert around safeguarding all students on site. Ensuring records are kept and students are looked after.
3. Establish productive working relationships with pupils, acting as a role model and ensuring high expectations amongst all staff
4. Promote the inclusion and acceptance of all pupils within the classroom.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to pupils in relation to progress, achievement and attendance.
9. Provide pastoral support to pupils.
10. Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable.
11. Attend to pupil's personal needs and provide advice to assist in their social, health and hygiene development.
12. Participate in comprehensive assessment of pupils to determine those in need of particular help.
13. Support provision for pupils with special needs.
14. Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
15. Promote the speedy/ effective transfer of pupils across phases/ integration of those who have been absent.

16. Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance.
17. Monitor those students not on full teaching timetables to ensure progress is being made.

### **Support for the Staff**

18. Work with all staff to establish appropriate learning environments.
19. Work with all teachers and other staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
20. Provide objective and accurate feedback as required, to the teacher on pupil engagement, attendance and safeguarding matters.
21. Be responsible for maintaining and updating records, information and data as agreed with school leaders, contributing to reviews of systems/ records as requested and producing analysis and reports as required.
22. Promote and ensure health and safety, positive values, attitudes and good pupil behaviour dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
23. Liaise sensitively and effectively with parents/ carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/ meetings with parents with, or as directed.
24. Administer and assess routine tests and invigilate exams/ tests if required.
25. Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
26. Create and maintain purposeful, orderly and productive working environments.
27. Lead Parent Support Advisors in their work on attendance and home/school liaison
28. Contribute to planning, development and organisation of systems/ procedures.
29. Liaise with feeder schools and other relevant bodies to gather pupil information.
30. Support pupils' access to learning using appropriate strategies, resources etc.
31. Develop and implement appropriate strategies and monitoring of systems relating to attendance and integration.
32. Provide general clerical/ admin support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions etc, making phone calls, administer coursework, produce worksheets for agreed activities.

### **Safeguarding and Child Protection**

The Care Team Leader will be part of a team of designated leads on safeguarding and child protection and as part of a team they will ensure the safeguarding of all students within the academy by:

33. Investigating causes for concern raised by staff
34. Communicating effectively with appropriate agencies with regard to individual safeguarding concerns
35. Making referrals to appropriate agencies (e.g. social care) if appropriate
36. Attending multi agency meetings regarding students on behalf of the school (eg. EHP, CIN and Core group meetings)
37. Ensuring that appropriate records are maintained for all areas of safeguarding and child protection
38. Maintaining and developing school systems and organisation regarding safeguarding and child protection in line with best available practice and legal requirements
39. Attending training as directed in order to ensure up to date knowledge and skills
40. Deliver training, support and advice on safeguarding and child protection for staff in both academies to ensure best practice and school systems are consistently applied

### **Support for the Curriculum**

41. Help pupils to access learning activities through specialist support.
42. Determine the need for, prepare and maintain general and specialist equipment and resource to support effective behaviour
43. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

44. Provide specialist advice and guidance as required.
45. Implement agreed work programmes/ practical lessons under the guidance of the teacher.
46. Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
47. Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

### **Support for the school**

48. Develop and ensure compliance with policies and procedures relating to child protection, health, safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person.
49. Support difference and ensure all pupils have equal access to opportunities to learn and develop.
50. Contribute to the overall ethos/ work/aims of the school.
51. Establish constructive relationships and communicate with other agencies to support achievement and progress of pupils.
52. Attend, lead and participate in regular meetings and briefings.
53. Participate in training and other learning activities and performance development as required.
54. Recognise own strengths and areas of expertise and use these to advise and support others.
55. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate, particularly with regard to behaviour management
56. Undertake planned supervision of pupils' out of school hours learning activities.
57. Supervise pupils on visits, trips and out of school activities as required.
58. Line management of other members of the care team support staff as appropriate

### **Support for Parents & Families**

59. Effective communication with parents, families and other stakeholders to ensure an accurate understanding of school attendance and performance
60. Represent the Academy at professionals meetings
61. Ensure high quality communications celebrating improvement as well as addressing challenge
62. Support families in ensuring effective parenting and decision making at home, and signpost where additional support may be required

### **General**

63. To undertake any other duties, commensurate within the grade, at the discretion of the Principal
64. Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection,
65. To develop & promote high standards throughout the Academy.

### **Other**

66. Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
67. Deliver specialist behaviour training/support beyond own setting as directed by leadership.

**Date Job Description Revised:**

**By whom:**