



Overall purpose of the post:

- To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment.

Responsibilities and accountabilities

- Monitor all students in the year group, both academically and with behavioural issues
- Working closely with the Inclusion Manager, The Inclusion room and the Assistant Principal on Intervention Strategies, targeting students for intervention, i.e. coursework completion and other issues which may present a barrier to learning
- Utilise the SIMS system in order to track and intervene with serial internal truants or students who are consistently late for lessons
- Have an emphasis on intervention and student tracking throughout the day using the Doncaster UTC's monitoring processes.
- Supervise breakfast, break and lunchtime for the year group
- Supervise students prior to formal examinations
- Recording safeguarding incidents, including the production of reports on students for multi-agency meetings
- Attending Children in Need and Team Around the Child meetings and providing relevant feedback on students
- Undertaking referrals for students and/or their families as specific needs are identified
- Supporting the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the Doncaster UTC
- Attending and actively contributing to the RAG meeting to ensure that students of concern are identified early, and appropriate intervention actioned
- Analysing and interpreting the UTCs data on a half termly basis to produce intervention booklets and presenting these to SLT
- Supporting a member of the SLT at all readmission meetings
- Responding to calls on the internal radio system for support in lessons when a member of SLT is not available
- Supporting Doncaster UTC activities including organising the prom, residential trips, open/parents' evenings, helping students organise fund raising activities, with supervision of out of Doncaster UTC fundraising events on a voluntary basis
- Following up intervention for students who receive low Attitude to Learning (ATL) scores including phone calls home, meetings with parents and carers
- Attending School Attendance Panel/Formal Attendance Panel meetings as required
- Undertaking on occasion, attendance checks for your year group and phoning parents/carers to clarify reasons for absence as required to support the attendance team

- Ensuring that trip and event packs are completed, including risk assessments, for those events/trips which you are leading on
- Co-ordinate photographs for the year group
- Act as a link to Student Voice where necessary
- Act as a link between the Doncaster UTC and parents on non-departmental issues
- Ensure strict confidentiality in all areas of work
- To comply with the Doncaster UTC's Child Safeguarding Procedures, including regular liaison with the Doncaster UTC's Designated Child Safeguarding Person over any safeguarding issues or concerns and the completion of any referrals needed
- Comply with the Doncaster UTC policies and procedures at all times
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust

The School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks