



## Job description

JOB TITLE:	Engagement Support Assistant (ESA) with responsibility for Year 6/7 Transition
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Head of Year
HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>For the 195 term time days you will be expected to work the following hours:</p> <ul style="list-style-type: none"><li>Monday - Thursday 8:30am - 4:15pm</li><li>Friday 8:30am - 4:00pm</li></ul> <p>These timings include a 30-minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

### GENERAL POST RESPONSIBILITIES

- Build effective relationships with stakeholders to ensure high standards of student behaviour, attendance and uniform.
- Support teachers and Head of Year with delivery of collective Time, behaviour systems, assemblies, PSHCE, extra curricular options and relevant year group events.
- Develop individualised support plans for behaviour and attendance.
- Use specialist guidance to inform leading, monitoring and evaluating intervention sessions.
- Deliver and oversee 1:1 and small group mentoring, support and mediation sessions.
- Complete relevant administrative tasks, including allocation of lockers.
- Use behaviour and attendance data to help monitor the impact of interventions and organise student rewards.
- Have responsibility for developing expertise in a specific area of behaviour and/or attendance.
- Liaise with external agencies to ensure effective student support.
- Provide lesson cover for colleagues and attend trips and visits.
- Cover various behaviour duties and detentions, including break time and before and after school.
- Act as a qualified First Aider and attend relevant training.
- Participate in arrangements for preparing and supervising students for public and internal examinations.

### YEAR 6/7 SPECIFIC POST RESPONSIBILITIES

- Support Year 6/7 transition through visits to primary schools, leading enrolment meetings and developing transition materials and activities.
- Run the Year 7 homework club.
- Manage the Year 7 student ambassador programme.

Additional duties, tasks and year group specific activities will be negotiated and agreed at the time of appointment and annual review.



This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

### ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



# Person specification –Engagement Support Assistant with responsibility for Year 6/7 Transition

## QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject		✓
Further relevant qualification i.e. HLTA, TLA, TESL, ESOL		✓

## EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment with KS2/3 students	✓	
Experience of working with external agencies in an education setting		✓
Experience of delivering transition, mentoring and/or behaviour/attendance support		✓

## KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of different learning styles and needs	✓	
Ability to work as an effective team member.	✓	

## PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Reliable, honest and trustworthy.	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	