

JOB DESCRIPTION

NAME:

POST: Health & Wellbeing Lead

GRADE: 6 SCP 16 – 22

RELATIONSHIPS:

The post holder is accountable to the Curriculum and/or the Senior Leadership Team in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

To be responsible for supporting the Curriculum Lead and/or the Senior Leadership Team to plan and deliver the curriculum by preparing an effective learning environment, completing and maintaining records under supervision, providing care and support for pupils and supporting learning through planned and differentiated activities. To take responsibility for implementing and delivering lessons that ensure progress for pupils in their health and wellbeing. This will include development of sport and P.E.

MAIN DUTIES & RESPONSIBILITIES:

Support the Curriculum Lead and/or the Senior Leadership Team through:

- To select and prepare resources in agreement with the Curriculum Lead and/or the Senior Leadership Team.
- To organise and manage appropriate learning environment.
- Within an agreed scheme of supervision, to contribute to the whole planning cycle, including preparing challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

- To provide objective and accurate feedback and reports as required, to the Curriculum Lead and/or the Senior Leadership Team on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and providing evidence of a range and level of progress and attainment.
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- To ensure safety in the learning environment.
- To check availability of learning materials and ensure supply in agreement with teacher.
- To work closely with the Curriculum Lead and/or the Senior Leadership Team to maintain accurate, legible, updated and secure records.
- To carry out administrative duties as required by the Curriculum Lead and/or the Senior Leadership Team in collecting, collating information which has to be passed on.

Support the pupil(s) through:

- To work with groups of children under the supervision of the Curriculum Lead and/or the Senior Leadership Team including the delivery of programmes of work.
- To support pupils to develop resilience and character.
- To develop healthy, active lifestyles and motivate pupils to increase participation in school sport.
- To develop good, productive working relationships with pupils which encourage independence and responsibility for their own behaviour.
- To provide comfort and immediate care for minor accident, upsets and ailments.
- To observe behaviour patterns in pupils and report concerns to relevant persons.
- To encourage and re-enforce positive behaviour and interactions between pupils.
- To support individuals and groups in complying with behaviour targets the Curriculum Lead and/or the Senior Leadership Team has set.
- To monitor behaviours attentively in order to defuse possible conflict situations.
- To seek assistance in conflict situations which are outside your role and authority to resolve.
- To manage own behaviour in response to pupil actions, to provide a good model for pupils.

Support the curriculum through:

- To contribute to the development of lesson/work plans.

- To deliver programmes including those linked to local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- To offer constructive and timely suggestions as to the support you can provide to a planned activity.
- To give constructive suggestions about possible difficulties for some pupils.
- To provide, under the guidance of the Curriculum Lead and/or the Senior Leadership Team, differentiated materials to meet individual or group needs.
- To prepare/adapt resources to meet individual needs.
- To give regular oral and written feedback to the Curriculum Lead and/or the Senior Leadership Team.
- To provide relevant information for records and reports.
- To provide/adapt support activities under teacher guidance.
- To use praise, commentary and assistance to keep pupils on task.
- To monitor and record pupil response to activities as agreed with teacher.
- To agree and provide support to pupils for follow up tasks.
- To agree with the Curriculum Lead and/or the Senior Leadership Team on when support is needed by pupils.
- To give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/ strategies.
- To select suitable ICT resources and encourage their use by pupils in learning activities.

Support the academy through:

- To develop and enhance the PE curriculum across the academy.
- To co-ordinate and support the running of the school sports' teams.
- To be an active member in local PE networks.
- To develop links to community sports' providers and local sport clubs.
- To participate in Extended Learning experiences on and off site.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and children to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.

- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: Date:
 Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.

