Job Description

Support Worker x 2

Location: Peterborough
Organisation: In toto ed
Contract: Full-time, 39 weeks per year
Reporting to : Assistant Head
Salary: £26,000 per annum FTE (£34,666.67)
DBS Requirement: Enhanced DBS clearance required

About In toto ed

At In toto ed, we are passionate about unlocking the potential of every student by providing an alternative to mainstream education. Our vision is for every young person to feel safe, happy and valued, to achieve their potential and to have a bright and fulfilling future.

We work with students in small groups, supported by a dedicated and experienced team. We recognise that every student is an individual with their own strengths, needs and aspirations. Through personalised learning packages and tailored support, we aim to provide an environment where every student can thrive.

Joining In toto ed means becoming part of a team that makes a genuine difference to the lives of young people. We are committed to supporting our staff to develop their skills, gain valuable experience and progress in their careers.

To find out more about In toto ed, please visit www.in-toto-ed.com.

About the Role

We are looking for a caring, enthusiastic and committed Support Worker to join our team in Peterborough.

As a Support Worker, you will play an important role in supporting students with additional needs, helping them overcome barriers to learning, develop confidence and achieve their personal and educational goals.

You will build positive, trusting relationships with students, providing consistent encouragement, guidance and practical support throughout their learning journey. You will work closely with teachers and other professionals to ensure that each student's individual needs are understood and appropriately supported.

The role will involve providing one-to-one and small-group support, assisting with classroom activities, implementing individual behaviour support strategies and supporting students to access activities both within the centre and in the wider community.

Every day will bring different opportunities and challenges. You will be part of a supportive team where your contribution is valued, and you will have opportunities to develop your knowledge, skills and experience.

About You

We welcome applications from individuals with experience in education, health and social care, youth work, the armed forces, outdoor activity centres or other roles involving the support of children and young people.

Previous experience of working with vulnerable young people or those with additional needs is desirable. Most importantly, you will have a genuine passion for helping young people develop, succeed and lead happy, fulfilling lives.

You will be:

- Caring, patient and passionate about supporting children and young people.
- Able to build positive, professional and trusting relationships.
- Calm, confident and consistent when responding to challenging situations.
- Understanding of the needs of young people with additional needs and behaviours that may present barriers to learning.
- Confident in delivering one-to-one and small-group activities.
- A strong communicator with good interpersonal skills.
- A positive and proactive team player.
- Flexible, adaptable and willing to respond to changing needs and circumstances.
- Energetic, resilient and hardworking.
- Positive in outlook, with a good sense of humour and a willingness to make a difference.

Key Responsibilities

1. Individual and Classroom Support

- Provide one-to-one and small-group support to students, helping them access learning and participate in educational activities.
- Work alongside teaching staff to support students' individual learning needs.
- Assist with preparing learning materials and resources.
- Encourage students to develop independence, confidence and positive learning habits.
- Support students to remain engaged and motivated throughout the school day.
- Provide constructive feedback and encouragement to promote progress and achievement.
- Help create a safe, inclusive and supportive learning environment.

2. Behavioural and Emotional Support

- Develop positive and trusting relationships with students, providing consistent emotional and practical support.
- Support the implementation of individual behaviour support plans and strategies.
- Encourage positive behaviour, emotional regulation and appropriate social interactions.
- Respond calmly and appropriately to challenging behaviour, following agreed policies and procedures.
- Help students develop coping strategies, resilience, self-esteem and confidence.
- Provide mentoring and guidance to help students overcome personal, social and educational barriers.
- Record mentoring sessions, monitor progress and communicate any concerns to relevant staff.

3. Pastoral Care and Student Wellbeing

- Promote the welfare, safety and emotional wellbeing of all students.
- Act as a positive role model, demonstrating respect, patience and understanding.
- Provide pastoral support to students experiencing difficulties.
- Support students with attendance, engagement and participation.
- Assist with student induction, transition arrangements and individual support plans.
- Liaise with teachers, parents, carers and other professionals regarding student needs and progress, as appropriate.
- Support students in developing independence, life skills and positive relationships.

4. Community and Off-Site Support

- Accompany and support students on educational visits, community activities and trips.
- Support students accessing work experience and external learning opportunities.
- Help students develop confidence and independence in community settings.
- Ensure appropriate safety arrangements are followed during off-site activities.
- Provide individual support during internal and external examinations where required.

5. Administration and Organisation

- Assist teaching staff with student records, reviews and progress reports.
- Support the preparation and maintenance of educational resources and equipment.
- Take registers and assist with monitoring student attendance.
- Communicate relevant information to teaching and pastoral staff.
- Assist with parent/carer communication and home visits where required.
- Support the organisation of activities, displays and events promoting inclusion and student participation.

6. Health, Safety and Safeguarding

- Promote and safeguard the welfare of all children and young people.
- Maintain a safe and secure environment for students, colleagues and visitors.
- Follow all safeguarding, health and safety, behaviour management and organisational policies.
- Report safeguarding concerns, incidents or welfare issues promptly in accordance with organisational procedures.
- Maintain appropriate professional boundaries and confidentiality.
- Take responsibility for your own health and safety and that of the students in your care.
- Complete all required safeguarding and professional training.

7. Professional Responsibilities

- Work collaboratively with teachers, support workers and the wider team.
- Attend staff meetings, training sessions and professional development activities.
- Undertake First Aid, Allergywise and EpiPen training as required.

- Uphold and actively support the policies, procedures and values of In Toto Ed.
- Undertake any other reasonable duties appropriate to the role, as directed by the Head of Centre or Director.

Safeguarding Requirements

In Toto Ed is committed to safeguarding and promoting the welfare of children and young people.

The successful candidate will be required to:

- Complete an Enhanced Disclosure and Barring Service (DBS) check.
- Undertake appropriate child protection and safeguarding training.
- Demonstrate a clear understanding of safeguarding responsibilities.
- Promote and maintain the safety and wellbeing of all students.
- Follow all safeguarding policies and procedures and report concerns appropriately.

This position involves regulated activity with children and young people.

What We Offer

At In Toto Ed, we believe in investing in our staff as well as our students. We offer the opportunity to:

- Make a meaningful difference in the lives of young people.
- Work within a supportive and experienced team.
- Develop valuable skills and professional knowledge.
- Access relevant training and development opportunities.
- Build a rewarding career supporting children and young people.
- Explore opportunities for future career progression.

General Statement

The responsibilities outlined in this job description may be reviewed and reasonably amended by the Director or Head of Centre, in consultation with the postholder, to reflect the changing needs of the organisation. Any permanent changes will be incorporated into the job description as appropriate.