



## Job Description Personalised Learning Assistant (SEMH lead)

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### The School

West Buckland School was founded in 1858 as a Christian Foundation nine miles from the town of Barnstaple. It stands in nearly 100 acres of grounds, surrounded by farmland, near the western edge of Exmoor.



Recent campus developments total about £10 million and include the outstanding Jonathan Edwards Sports Centre, and the award-winning 150 Building, a major £5m development which includes the Art and Design Technology Departments and a Theatre. Most recently we have followed an ambitious programme to build a seventy bed sixth form boarding house (Parker's) and study facilities, including a Library and Resource Centre, (Michael Morpurgo Library) which opened September 2015.

The school is fully coeducational and consists of Nursery, Prep and Senior with vibrant sixth form accommodation. There are around 600 boys and girls aged 3 to 18 including over 100 boarders with a range of nationalities and diversity of cultures.

Academic standards at the school are high, and for many years West Buckland has been one of the most consistently high performing schools in the South West at GCSE and A-level. In all but one of the last ten years, two thirds of our students' A-level passes were at A\*-B grades. There is considerable emphasis on extracurricular activities at the school, with a proud record in boys' and girls' games, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.

Further information may be found on our website on [www.westbuckland.com](http://www.westbuckland.com).

## **Personalised Learning Assistants**

The appointee would be part of the team of Personalised Learning Assistants (PLAs) with lead responsibility within that team for Social Emotional and Mental Health provision. Personalised Learning Assistants (PLAs) are responsible for providing 1:1, small group, within-class and administrative support to the Personalised Learning Department within both the Senior and Preparatory Schools. The appointee would be responsible to the Head of Personalised Learning, work closely with the Prep School SENCo, as well as liaising where appropriate with the Pastoral Deputy.

A Personalised Learning Assistant's time will be predominantly spent supporting students in classroom lessons and interventions. Duties will vary according to the needs and requirements of the department and the school and will also involve undertaking routine administrative tasks within the Personalised Learning Department. Personalised Learning Assistants are expected to attend staff and relevant INSET meetings, as directed by the Deputy Headmaster and contribute to the wider life of the school.

### **1. The provision of support to cater for SEMH needs within the school which includes:**

- Providing SEMH support sessions to pupils on a 1:1 or small group basis. Such sessions might be scheduled during the school lunch period, after formal lessons and before school buses, or, occasionally and with agreement of interested parties, by withdrawal from lessons.
- Providing advice to the Head of Personalised Learning, Prep School SENCo, Pastoral Deputy and the pastoral staff about SEMH provision.
- Liaison with outside agencies regarding SEMH provision for individual pupils.

### **2. The provision of academic support to pupils with Special Educational Needs (SEN) in the Senior and Prep School, under the direction of the Head of Personalised Learning. Duties will include:**

- Providing support for students with SEN in class lessons in accessing the curriculum and with organisational and study skills across Key stages 1, 2, 3 and 4. **For the remainder of the academic year 2018-19 it is envisaged that the majority of support will be in KS1 and 2 with the appointee working exclusively in the Prep School from 08:30 to 12:00.**
- Providing specific support for pupils diagnosed with SEN in GCSE English Language and Literature (and other subjects as required) both in and out of lessons
- Administering evidenced based, targeted and appropriate interventions to pupils in Key Stages 1 and 2
- Keeping up to date daily records of interventions and pupil progress
- Keeping abreast of schemes of work, prep and deadlines in subjects where support is requested across Key Stages 1, 2, 3 and 4.
- Supporting individual students or small groups in the Personalised Learning setting in the Senior and Prep School during assembly time, in lunch times and 16:00-17:00.
- Delivering 1:1 lessons to SEN pupils where appropriate.
- Differentiating materials and modifying texts where appropriate for SEN pupils across Key stages 1, 2, 3 and 4.
- Administering assessments to pupils in Key Stages 1, 2 and 3
- Assisting with Prep Club in the Senior School Personalised Learning Department between 16.00 – 17.00, on a rota basis.

- Providing support on educational excursions
  - Liaising with staff regularly regarding lesson plans, appropriate interventions, differentiation and target setting for SEN pupils
  - Communicating with parents where appropriate and under the guidance of the Head of Personalised Learning
  - Writing Personalised Learning Plans (PLPs) for selected SEN pupils.
  - Reporting to the Head of Personalised Learning and relevant staff on the progress of individual pupils
  - Attending weekly Personalised Learning departmental meetings
  - Having a thorough working knowledge of the West Buckland School Policy for Personalised Learning and the Disability and Accessibility Policy.
- 3. The provision of support for students with examination access arrangements. Duties will include:**
- Providing support for students requiring a reader or scribe in examinations, both public and internal
  - Invigilation of individual or small groups of students with SEN
- 4. Providing administrative support as requested by the Head of Personalised Learning including:**
- Updating the electronic learning support register and disseminating information to relevant staff
  - Updating PLPs and pupil targets
  - Tracking the progress made by SEN pupils
  - Updating pupil profiles
  - Changing displays within the Personalised Learning settings, both Senior and Prep and ensuring that the settings are tidy, well presented, and accessible and relevant to current students.
- 5. INSET and professional development. In particular:**
- Undertaking appropriate training in the use of psychometric tests and assessments and the 4 key areas of SEND
  - Keeping abreast of changes to national SEN policy and practice
  - Having a working knowledge of the SEN Code of Practice and its relevance in independent settings
  - Attending relevant courses, where appropriate, as directed by the Head of Personalised Learning
- 6. The wider school community:**
- Ensuring a working knowledge of all relevant school policies including the Staff Code of Conduct
  - To support other departments and staff within school to implement, monitor and maintain high quality SEND support

The advertised post is full time, term time only post with up to five additional working days for INSET as directed within the academic year. Term time working hours are 08:30 to 17:00 Monday to Thursday, 08:30 to 16:30 on Friday. Holidays are based on a pro-rata of 25 days' paid holidays, inclusive of Public Holidays. Holidays can, as a rule, only be taken across school holiday periods. Ideally, the successful applicant would be able to start work no later than the start of next term on Monday 7<sup>th</sup> January 19.

Applications are also welcome from those interested in a PT (0.5 *approx.*) as either a) Prep School PLA or b) PLA in the Senior School with a lead role in SEMH.

### **The Applicant**

The successful candidate is likely to have relevant experience of working with children and young people.

In line with the responsibilities outlined above, the appointee will require personal qualities such as patience, flexibility, tact and appreciation of the need to respect confidentiality. The appointee would need significant experience and/or qualifications in SEMH provision e.g. knowledge of Thrive or other interventions. The appointee will need good literacy and numeracy skills, and the ability to work with Office applications such as Word, Outlook and Excel. Qualifications; such as level 2 Support Work in Schools; a Level 2/3 Certificate in Supporting Teaching and Learning in Schools and/or a Level 3 Diploma in specialist Support for Teaching and Learning in Schools or Qualified Teacher Status (QTS) are desirable but not essential.

All newly appointed members of staff are expected to undergo checks by the Disclosure and Barring Service at enhanced level. The successful candidate will be asked to complete a confidential questionnaire, the results of which will be seen only by the school's Medical Officer. The Headmaster will be informed only of any medical factors, which would make it inappropriate to confirm a candidate's appointment.

### **The Interview**

Interviews are likely to take place in the week of 26<sup>th</sup> November. There will be an opportunity to meet other members of staff and to see the school at work. Candidates will be interviewed by the Head of Personalised Learning and Prep School SENCo alongside a member of the Senior Leadership Team. Due to the short timeframe for appointment and taking up of post, the school reserves the right to close the applications early if suitably relevant applications are received.

### **Applications**

Applications should be received before **midday on the closing date Wednesday 21<sup>st</sup> November**, addressed to: Assistant Bursar (HR Manager), West Buckland School, Barnstaple, Devon EX32 0SX or by email: [recruitment@westbuckland.com](mailto:recruitment@westbuckland.com). (Applications may be emailed but please don't also send by post.)

The application should include a completed application form, a covering letter and indicate availability to commence duties as of 7 Jan 2019.

**Child Protection Policy Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

*November 2018*