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| ***CONVENT OF JESUS AND MARY LANGUAGE COLLEGE***  ***CROWNHILL ROAD, WILLESDEN, LONDON NW10 4EP*** | |
|  | ***JOB DESCRIPTION***  ***ENHANCED LEARNING ASSISTANT***  **(SCP10 £15238+LONDON WEIGHTING £3440 PRO-RATA SALARY INC LW £16379)** |

**MISSION STATEMENT: *With God’s grace, we excel and lead.***

**School aims :**

We aim to provide a school experience which:

* In its breadth introduces each girl to the fullness of a life rooted in the love of God.
* In its balance establishes attitudes, which produce concern for truth and respect for others.
* In its relevance enables each girl to make her contribution to society with dignity and faith.
* Respects the uniqueness of each individual regardless of gender, race, faith, social background or ability.
* Serves to develop a sureness to stand against all that undermines dignity of self and of others.

**Purpose of post**:

* To assist and support pupils with general learning needs for those who have a statement of Special Educational Needs.
* Supporting access to learning for all students in order to maximise achievement in KS3, KS4 and KS5.
* Providing general care and welfare to students.
* To ensure that the all pupils can integrate as fully as possible in the activities generally undertaken in and outside of the classroom to make progress.
* Contributing to the overall ethos, work and aims of the school.

**Key Tasks**:

* Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENCO and class teachers.
* Provide support for individual students inside and outside the classroom. This can include supporting in homework club, supporting students in the Library, covering and supporting the Internal Exclusion room when required and invigilating public and in house examinations with the setting.
* Assist students in learning as effectively and independently as possible, both in group situations and on their own, such as clarifying and explaining instructions, hearing students read, asking open ended questions.
* Work with other professionals, such as Speech and Language Therapists and Occupational Therapists, as necessary.
* Assist class teachers in maintaining student records, marking where necessary, differentiating resources to enable all students access the curriculum.
* Aid access to the full range of learning experiences and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
* Plan and monitor literacy and or numeracy interventions groups and keep active registers.
* Plan and to monitor small group year 11 revision in core subjects.
* Support students’ behavioural issues and help develop students’ social and emotional skills.
* Liaise with the line manager, appropriate teaching staff and other professionals in making support effective and efficient.
* Attend in-service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children.
* Be responsible for implementing student targets and ensuring students are meeting them regularly.
* Provide positive reinforcement.
* Work unsupervised with individuals or groups of children.

**Administrative duties**:

* Support class teachers in photocopying and other tasks in order to support teaching and learning.
* Undertake other duties from time to time as the head teacher requires.
* Maintain personal registers, mark work done in small group intervention sessions and share differentiated resources with staff using online tools.
* Collate information, statistics and prepare reports as required by her/his line manager, the Headteacher and the governing body.
* Take responsibility for your own professional development, including setting and working towards annual performance objectives.

**General**

* Attend meetings with parents/carers and other professionals as required.
* Assist in escorting students on educational visits and participate in extra-curricular activities as required, this will include using public transport at times.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Standards and quality assurance**:

* Support the aims and ethos of the school.
* Set a good example in terms of dress, punctuality and attendance.
* Undertake an induction/mentoring responsibility for other LSAs.
* To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
* Undertake professional duties that may be reasonably assigned by the head teacher.
* Be proactive in matters relating to health and safety.
* To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to Disability Discrimination and Special Educational Needs.
* To maintain confidentiality and sensitivity to students’ needs but have regard to the safeguarding procedures of the school.

**Essential Requirements of this post:**

* To be flexible with all aspects of work.
* Be proactive in your role.
* Be efficient in using ICT equipment and programs.
* Be able to cope with regular changes to your daily schedule