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Job Title: **Part time Learning Assistant**

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Reports to: Deputy Head

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Direct Reports: N/A

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### **School Mission and Values**

Brackenfield School is Harrogate's only stand-alone prep school for 2-11 year olds. We are a thriving and happy family school of 150 pupils with an enviable reputation.

At Brackenfield, we have four main mission areas: Curriculum & Learning, Activities, Outdoor Education and Community. These mission areas provide a clear focus for all that we do. Our attitude and behaviours are underpinned by our six core values: Kindness, Honest, Respect, Initiative, Perseverance and Confidence.

Through our Mission and Values, we aim to inspire a love of learning. We want every child in our school to be happy and confident. Our teachers identify and deliver learning opportunities for pupils to best acquire a vast knowledge base and to develop the learning skills which ensure academic, personal, social and emotional success. We strive to make the most of individual talent, and we expect every child to leave our school as an independent learner, ready for the next challenge.

**Overall Role:** To support pupil learning.

#### **General:**

- To model and set high expectations of attendance conduct, appearance, attendance and diligence and to monitor staff standards in these matters.
- To maintain standards of manners and general behaviour amongst pupils in the classroom, in the playground, in the dining room and on trips and special occasions in and around the School.

#### **Duties and responsibilities**

- Supervise children whilst on duty at lunch and playtimes (rota is prepared termly)
- Be fully aware of, and compliant with, all relevant school policies particularly Safeguarding & Child Protection, Health & Safety, Fire and First Aid
- Be willing and prepared to cover for absence if requested by the Deputy Headteacher
- Support learning in the classroom by working 1:1 or with a small group as directed by the class teacher
- Teaching pupils to read by listening to them read aloud and prompting reading skills
- Lead a phonics group, preparing own teaching resources
- Keep up to date with pupil's targets and ILPP's (if relevant) and, in liaison with the class teacher, respond to the learning needs of each individual pupil

- Keep classroom organised and in good order to create an effective and pleasant learning environment
- Create displays within the classroom and around school as requested. These might for example, be children's work, stimulus or learning walls
- Assist in school events and activities such as school productions, Sports Day, Open Days, School Trips, House activity days
- Where relevant, undertake duties relating to Breakfast or After School Clubs
- Where relevant, supervise and undertake duties relating to Homework Club, offering guidance and support to pupils as needed
- Be willing to engage in continuous professional development learning
- This is not intended to be an exhaustive list but to offer guidance in your role and may be altered to reflect the changing needs of the school. The headmaster will communicate any changes prior to changes being made

Closing date – Mid-day Friday 16<sup>th</sup> June 2023

Brackenfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm. A key factor in this is ensuring we have a safe recruitment and selection process. Therefore, this appointment is subject to an enhanced DBS disclosure and barred list check.

# Curriculum & Learning #Activities #Outdoor Education # Community

[www.brackenfieldschool.co.uk](http://www.brackenfieldschool.co.uk)