



# JOB DESCRIPTION

<b>Job title:</b>	<b>Personalised Learning Unit (PLUS) Assistant</b>
<b>Line manager:</b>	Relevant SENCo/Head of Horizon/Attached Leadership member: as allocated each year
<b>Scale:</b>	Salary will start between CAN 17 and 21 depending on experience.
<b>Hours per week:</b>	36 hours working week during term time
<b>Weeks per year:</b>	Term time plus 2 prep days plus 5 days' additional time.
<b>Core hours:</b>	Between 8am and 4pm, unless otherwise agreed with you, and in accordance with agreed hours.

**Breaks during the day:** You will be scheduled for a minimum of 30 minutes break each day, and a further unpaid break of 30 minutes each day with time for occasional meetings/evening sessions outside this time as required

This is a non-teaching post which will give the successful candidate an excellent opportunity to work closely with young people supporting them in their school life.

The role is varied and responsible and is line managed by the SENCO/a member of the SLT with responsibility for student support in the school. The PLUS Assistant will work alongside two of our current PLUS Assistants, as part of the PLUS team.

The PLUS Assistant will be expected to work closely with both teaching and support staff at all levels as well as with parents/carers, students and external agencies. They will thus need the following qualities: -

- Good communication skills, both verbal and written
- A good level of literacy and numeracy
- Good organisational and time management skills
- Ability to form good working relationships with students, parents and colleagues
- Adaptability and flexibility in working practices
- Ability to set standards and apply them consistently
- A high degree of professionalism
- An ability to present a good role model to students
- A good level of computer literacy plus a willingness to learn
- Ability to mentor and support small groups of students

Training in school systems and practices will be provided both prior to the post being undertaken and during service.

## **What do the PLUS Assistants do?**

The PLUS Assistant provides interventions to support students with mental health and well-being needs and/or challenging behaviours and, at times, to provide time out of normal timetable to work individually.

Specifically, the PLUS Assistant will be expected to undertake the following duties: -

1. To oversee aspects of a personalised learning programme for individual students as referred by attached member of the leadership team that may include:
  - a. Small group teaching or supported work within school
  - b. Attending some normal timetabled lessons
  - c. Computerised or other independent learning packages

- d. Mentoring
- e. Small group programmes e.g. Managing Emotions, Building Positive Relationships etc.
- f. Social time support
- g. Supervision of after school detentions as appropriate
- h. Observations of students in lessons and recording of findings

*In addition, at KS4, this may also include:*

- i. Extended work experience
  - j. College courses
  - k. Other short term courses
  - l. Vocational opportunities
  - m. Community work
2. To mentor individuals, feedback assessment on progress, identify future needs and ensure provision; to communicate regularly with parents/carers to feedback on progress and raise any issues according to an agreed review schedule.
  3. To provide learning support in individual or small group work during the school day or after school, supervising small study groups as required, supporting students to achieve skills for adult life or other qualifications.
  4. To undertake training as required to expand and develop the work of PLUS, including ELSA (Emotional Literacy Support) training where this is offered.
  5. To assist in the overseeing and development of the PLUS areas and contribute to their efficient usage.
  6. To deliver outreach work for those students accessing PLUS including support for examinations and formal assessments.
  7. To take a proactive role with school refusers and those who have had a long period of absence, supporting their return to school and mentoring as needed.
  8. To deliver and assist in the development of small group interventions such as Managing Emotions and Social Skills Development, and to facilitate support groups e.g. the Bereavement Group and Young Carers group.
  9. To attend Open Evening and parents' evenings (as required) and arrange academic tutoring appointments for those students accessing PLUS
  10. To take an active role in supporting students during social time either in PLUS or in the playground by monitoring behaviour and encouraging good social skills.
  11. Undertake break, lunchtime or examination supervision as required.
  12. To undertake duties as reasonably requested by the attached Leadership member, or Headteacher

**General:**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Maintain high standards in terms of personal presentation, attendance and punctuality.
- To carry out other duties as may be reasonably requested by the Senior Leadership Team.
- Respect confidentiality at all times.

**Supervision Arrangements**

The School will determine supervision arrangements in line with current management structures and the needs of the job.

**Equal Opportunities**

You will, at all times, carry out the duties and responsibilities of the post with due regard to the school's equal opportunities policies.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.*