



Marylebone Boys' School

STUDIO ET INDUSTRIA

Vacancy details

Job title: Independent Learning Support Co-ordinator

Key focus: This role is aimed at recent graduates and involves supporting the school in closing the attainment gap between students.

Responsible to: SENDCo

Salary: £25,000 per annum

Hours of work: Monday to Thursday 08.00 – 17.00, Friday 08.00 – 15.00

Terms: Fixed term contract until 30 August 2018

Starting: As soon as possible

Overview

Marylebone Boys' School is a Free School which opened in September 2014. We now have 480 boys in Years 7-10 and we will keep growing year by year until the school is full. We will add a mixed Sixth Form from 2019 and will eventually have over 800 pupils studying at our school. We are an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is "studio et industria", which can be translated as "through application and hard work".

We follow safer recruitment practices and appointments are subject to a satisfactory enhanced DBS.

Candidate information brief

We are seeking to appoint a highly motivated and inspirational graduate who works closely with our staff and students. This opportunity would suit someone who wants to make a difference to young people and would enjoy the challenge of an inner city, vibrant school.

We offer a range of professional development opportunities that would help aspiring Graduate Teaching Assistants to develop their teaching careers.

We would anticipate you would be considering teaching as a career option or want some experience of working with children before taking your next career steps. We would want you to possess the motivation, commitment and

enthusiasm to work with young people on a day to day basis and be a positive influence in their lives.

The post is being advertised as a fixed term contract to end on 30 August 2018. There is a possibility the role will be made full time subject to sustainable funding being made available.

Key responsibilities:

- Provide support to students who are working in a 'silent study' environment and who need assistance in completing homework.
- Use school data to analyse which students require additional support and intervention so they make similar progress to other students.
- Manage students who are referred for homework intervention and track their progress.

Support for the pupil

In addition to the above responsibilities, you will have three hours per day where you will act as a school Teaching Assistant in the following capacity:

- work with pupils on individual targets set by teaching staff.
- communicate with colleagues, parents and outside agencies in a professional manner being aware of confidentiality.
- support and develop our nurture groups.
- assist with exam access arrangements for specific pupils as required.
- provide pastoral support for specific students as agreed with the SENDCo

Support for teachers

- raise the awareness of teaching staff to the special educational needs of individual pupils and successful strategies to support them
- support a specific department
- understanding the emotional and social needs of pupils with whom you are working and contribute to planning of learning activities;
- assist in the assessment of individual pupils;
- assist in the monitoring of progress for pupils who need learning support;
- raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems;
- assist in reviewing Education, Health and Care Plans

Support for the school

- lead one to one and small group interventions;
- translate school policies into practice;
- review and develop your own professional practice;
- follow school policies in regard to safeguarding;
- support colleagues with play duty and first aid duty as required;
- offer activities and clubs to engage student interest and abilities;
- assist with pupil supervision.

The duties listed above are not an exhaustive list; employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment for disabled applicants, or for continued employment for any employee who develops a disabling condition. This job description is current at the date advertised but may, in consultation with you, be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

	Essential	Desirable
Qualifications	<p>Graduate Level qualification</p> <p>Degree subject in secondary Ebacc subject</p>	<p>Experience working with children with specific social and emotional needs.</p> <p>Experience working with speech, language and communication needs.</p>
Experience	<p>Experience of the demands of the English school system ie GCSE and A Level examinations or equivalent.</p> <p>Awareness of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality.</p>	<p>Knowledge of the different ways in which children learn</p> <p>Knowledge or interest in delivering speech and language program in a secondary school</p> <p>Knowledge of behaviour-management strategies</p> <p>Understanding of the issues related to disadvantaged sections of the community.</p>
Knowledge and understanding	<p>Ability to contribute to a range of teaching, learning and pastoral activities</p> <p>Ability to plan, monitor and assess</p> <p>Responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs</p> <p>Demonstrates good communication skills both written and spoken</p>	<p>Ability to work effectively and network with a wide variety of support services</p> <p>Willingness to participate in INSET days and attend courses for their own professional development.</p>

	<p>Demonstrates good ICT skills</p> <p>Ability to work independently and as part of a team.</p>	
Personal attributes	<p>Good communication skills</p> <p>Calm under pressure.</p> <p>Maintains confidentiality.</p> <p>Enthusiastic.</p> <p>Ability to adapt to a variety of situations.</p> <p>Shows initiative.</p> <p>Sense of humour.</p> <p>Team player</p>	Shows capacity to take a leadership role in the school.

APPLICATION PROCESS

- Contact us if you would like more information about the school or the position on jobs@maryleboneschool.org.
- Please also complete the application form and a supporting statement (no more than two sides of A4).
- The deadline for this role is Thursday 19 October 2017.
- We will invite candidates to interview on receipt of suitable applications before the deadline, therefore early applications are advised.

INTERVIEW PROCESS

- We will interview applicants on receipt of suitable applications.
- We will only interview candidates who provide 2 satisfactory referees as part of our commitment to safer recruitment practices and child safeguarding.
- The interview process will include practical assessment and an interview.
- We will offer feedback to those who are unsuccessful in the interview stage.