**Bushey Meads School**

**Job Description – Learning Assistant**

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| **Post Title** | Learning Assistant |
| **Purpose** | * To assist in the support and inclusion of students with special educational needs/diverse learning needs/physical impairment, within a mainstream school * To maximise the inclusion in and experience of learning activities for these students within the mainstream curriculum, and to promote and encourage independence, by liaising with teaching staff and other members of the learning support teams |
| **Reporting to** | Learning Support Coordinator/SENDCo |
| **Liaising with** | Governors, Executive Principal/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | 33.00hours per week Monday to Friday, (exclusive of unpaid breaks)  8.15am to 3.20pm inclusive of breaks  Term time + 1 week to include 5 INSET days |
| **Salary/Grade** | APT&C Point 5 + Fringe (FTE £18,795p.a. + £874p.a.) paid pro-rata for hours worked |
| **Disclosure Barring Service** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * To develop an understanding of the specific needs of the students to be supported and to develop a knowledge of the wide range of learning support methods * To establish a supportive relationship with the students concerned and encourage their acceptance and inclusion, developing methods of promoting/reinforcing their self-esteem * To provide regular feedback regarding students’ progress to line managers and teaching staff * To act as a Pupil Advocate for a group of SEND students, communicating with parents or carers when needed * To assist with personal care duties for students with special educational needs/diverse learning needs/physical impairment\*   *\* once training has been given and if happy to take part* |
| **Curriculum Provision and Development:** | * To assist teaching staff in offering a broad, balanced, relevant and differentiated curriculum to these students and help them to learn as effectively as possible, both in group situations and on their own, while supporting the requirements of the national curriculum and the lesson aims of the teacher * To be available if required to accompany SEND students on school trips |
| **Staff Development:** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development * To work as a member of a designated team and to contribute positively to effective working relations within the school * To engage actively in the Performance Appraisal Review process * To attend relevant in-service training and regular learning support meetings |
| **Standards and quality assurance:** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Follow and uphold school policies * Participate in staff training * Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools |
| **Management Information:** | * To act as Pupil Passport link and to participate in Pupil Passport reviews with specific SEND students on an annual basis * Monitor and record their progress by liaising with teaching staff, other Learning Assistants (and outside agencies when appropriate) and to foster links between home and school |
| **Communication:** | * + To communicate effectively with the parents or carers of students as appropriate   + Where appropriate, to communicate and co-operate with persons or bodies outside the school   + To follow agreed policies for communications in the school   + Attend meetings as required   + To prepare and provide reports as required   + To be aware of in-school procedures and confidential issues and to keep confidences appropriately |
| **Marketing and Liaison:** | * + To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools as required   + To contribute to the development of effective subject links with external agencies as required |
| **Management of Resources:** | * + To contribute to the process of the ordering and allocation of equipment and materials   + To assist the Head of Faculty to identify resource needs and to contribute to the efficient and effective use of resources   + To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students |
| **Other Specific Duties**: | |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example * to promote actively the school’s policies * to continue personal, professional development * to actively engage in the school’s self-review and evaluation processes * to actively engage in the school’s Appraisal of Performance processes * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Executive Principal * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed | |
| All support staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. | |

**September 2019**