



**The Sacred Heart Language
College**
186 High Street,
Wealdstone, Harrow,
Middlesex, HA3 7AY
020 8863 9922



**Blessed Holy Family
Catholic Academy Trust**

**GRADUATE INTERN
(1 Year Fixed Term Contract)**

JOB DESCRIPTION

This post is subject to the contract of employment between Graduate Intern and the Governing Body of The Sacred Heart Language College. The postholder must have regard to the Catholic character of the School and be committed to supporting and upholding it.

PURPOSE OF POST

We are looking to appoint a graduate learning support assistant to work with pupils both in the mainstream classroom and to provide more focused 1:1 and small group support in a core subject area. Whilst experience of working with young people in an education setting would be an advantage, we will welcome applications from highly qualified and strongly motivated candidates, particularly those wishing to gain experience in school before embarking on teacher training. We will provide training and support to enable you to play a vital role in helping our pupils achieve success, whilst developing your own career prospects.

TASKS, DUTIES, RESPONSIBILITIES

A. Support for Pupils

- Supervise and provide support for pupils, including those with Special Educational Needs and Disabilities, ensuring their safety and access to learning activities.
- Deliver 1:1 and small group intervention programmes in a core subject under the guidance of the teacher and/or Head of Inclusion.
- Provide pastoral support as a key worker.
- Set challenging expectations and promote self-esteem and independence
- Provide feedback to the pupils in relation to progress and achievement under guidance of the teacher

B. Support for the Teacher

- Liaise effectively with the teacher to plan learning activities
- Enable pupils to understand instructions, explanations and tasks, developing support materials as required.
- Use strategies and resources, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record and report achievement/progress as directed
- Establish constructive relationships with parents/carers

C. Support for the Curriculum

- Work with a core department to develop and differentiate resources and assessments to meet the needs of pupils with SEND.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

D. Support for the School

- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Assist with the creation of display material to promote a positive learning environment.
- Assist with the update of accurate information regarding pupils' with SEND.
- Attend and participate in relevant meetings as required, including attending department meetings
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Act as a reader / scribe for exams in line with the access arrangements policy.