

**Purpose of role**

To work in lessons, and with individuals or small groups of pupils outside of lessons, supporting their learning and behaviour. To work with students with a broad range of special educational needs and those who require support with numeracy and literacy.

**General duties and responsibilities**

- To work with SEND pupils either in class or in individual/small group withdrawal.
- To develop a positive and nurturing relationship as Key Worker for a small number of SEN students, and maintain contact with parents.
- To work with students with special educational needs across the curriculum within the classroom assisting them with comprehension of content and tasks set, literacy (reading, spelling and writing) practical work and mathematics.
- To work with a small number of students in small groups outside of the classroom on specific programmes, including working with those pupils with an Education Health Care Plan.
- To produce and monitor Learning Plans for SEN students, including preparing targets, programmes and strategies.
- To liaise with classroom teachers, assisting with planning and differentiation where necessary.
- To attend Annual Review meetings and other meetings as required.
- To assist in the special exam arrangements as directed
- To attend in service training as required.
- To accompany specific students on school outings with teaching staff.
- To carry out other duties commensurate with the post as specified by SENCO

**Contribution to Leytonstone School's ethos and aims**

- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

- To ensure the school fully reflects each schools' ethos, aims and policies, particularly those relating to equal opportunities and racial equality
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors.

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### **Curriculum**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Be responsible for keeping and updating records, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3/4, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Quality Assurance:**

- To develop and maintain effective relationships with individuals and organisations including parents, the local governing body, Waltham Forest LA and the wider community to further the achievement of the school's aims.
- To support work with external agencies and organisations to ensure that any barriers to learning for individuals are overcome.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Provide appropriate guidance and supervision and assist in training and development of staff as appropriate.
- Undertake planned supervision of students out of school hours learning activities.
- Supervise students on visits, trips, lunch-time and out of school activities as required.
- To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.

- To implement modification and improvement where required

**Communications:**

- To plan and oversee effective and streamlined communication with parents, staff and students
- Attend relevant LA meetings and events as required by the strategic focus of the role.

**Marketing and PR:**

- To lead the development of effective links between the school and the community, attending events where necessary.
- To actively promote the development of effective links with external agencies

*These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Principal and SLT that are broadly within the level of the post.*

This post is subject to an enhanced Criminal Records Bureau disclosure. The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

**Reporting to:** SENCO

**Responsible for:** N/a

## PERSON SPECIFICATION

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>			
1.	Degree in a relevant subject	D	A
2.	Qualification at grade C or above in English, Maths and Science GCSE or NVQ Level 2 or equivalent.	E	A
3.	Good numeracy/literacy skills/IT skills	E	A
4.	Has successful experience of working in a secondary school context	D	A/I/R
<b>Professional experience and practice</b>			
5.	Commitment to improving practice through appropriate professional development	E	A/I/R
6.	Reflective and collaborative practitioner	E	A/I/R
7.	Demonstrate an understanding and proactive approach to safeguarding equal opportunities, health and safety and other policies and practices	E	A/I/R
8.	Act upon advice and feedback and demonstrate ability to coach and mentor	E	A/I/R
<b>Ability and Skills</b>			
9.	Demonstrate ability to work well in collaboration with others	E	A/I/R
10.	Communicate effectively with children, colleagues, stakeholders etc.	E	A/I/R
11.	Effective time management and organisation skills	E	A/I/R
12.	High standards of personal and professional conduct	E	A/I/R
<b>Personal Attributes</b>			
13.	Personal impact and presence	E	A/I/R
14.	Adaptability to changing circumstances and new ideas	E	A/I/R
15.	Vigour and perseverance	E	A/I/R
16.	Enthusiasm, resilience, reliability and integrity	E	A/I/R
<b>Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.</b>			