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**JOB DESCRIPTION**

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| Job title | **Additional Learning Support Enabler** |
| Grade | **Grade B point 3-6** |
| Responsible to | **Curriculum Leader, Additional Learning Support** |
| Responsible for | **To support students with a range of additional learning difficulties/disabilities** |
| Effective from | **30TH August 2022** |

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| **SUMMIT LEARNING TRUST Mission Statement**  Strength through diversity  Ambition through challenge  Excellence through curiosity |

**Key Responsibilities:**

The role is **flexible to the needs of the individual but may include any of the following** (this is not exhaustive and support requirements will vary depending on a student’s particular needs):

· support students in the classroom on a 1:1 or group basis as required

· reinforce, clarify, explain or break down instructions or tasks

· assist with organisation of files and folders and planning of tasks

· support students with physical difficulties e.g. carrying bags to and from lessons; enabling students to access lunch

· make adaptations to learning materials for specific students e.g. enlarging

· act as a reader, scribe, or in-class notetaker

· as an enabler, provide support as necessary outside of lesson, e.g. this can include offsite support during trips etc

· encourage and motivate the student to complete set work

· feedback relevant information to Curriculum Leader, Study Plus, Subject Teachers and Support Teachers in written or verbal form

· liaise with Additional Learning Coordinator, Subject Teachers, Academic Coaches and others as necessary regarding the support needs of students

· complete student Medical Risk Assessments as required by Curriculum Leader

· contribute towards the review process

· attend meetings of the Additional Learning Team as required

· keep full and complete records regarding all support

· Always ensure confidentiality

· act as invigilator, scribe or reader, where agreed, during exams

· motivate and empower students to become independent learners

· to be responsible for Health and Safety within areas of own responsibility as laid out in the Health and Safety Policy

· to take part in the College Professional Development and Performance Review Scheme

· to be committed to the safeguarding and promotion of the welfare of children and vulnerable adults

· To actively promote Safeguarding, British Values and the College’s Preventing Vulnerability strategy

· to promote and comply with equality of opportunity as laid out in the College Equality and Diversity Policy

· to undertake any other duties commensurate with grade and responsibilities as directed by the Assistant Principal responsible for Study Plus

**General Duties**

· Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

· Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.

· Work in accordance with all of the school’s policies and procedures.

**Notes**

· This job description is not necessarily a comprehensive definition of the post.

· It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

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**Person Specification**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of students, staff and parents.*

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|  | **Essential** | **Desirable** |
| **Qualifications** | · GCSE English & Maths or equivalent  · Educated to Level 3 or above or equivalent | · Educated to degree level or equivalent |
| **Relevant Experience** | · Experience of and enthusiasm for providing support for others  · Willingness to undertake training especially regarding Medical risk Assessment | · Experience of working within Additional Learning / Learning Support in the 14-19 sector  · Experience of delivering sessions to large groups |
| **Skills and aptitudes** | · Good interpersonal skills with the ability to relate to and  empathise with a broad spectrum of people from different  backgrounds and cultures  · Ability to identify problems, appropriate solutions and trends  · Ability to work effectively as part of a team and independently  · High level of job motivation in caring for others  · Ability to work effectively under pressure  · Ability to respond appropriately to challenging situations  · Ability to motivate, stretch and challenge young people | · Ability to contribute to the College’s Additional Learning Support Services, especially regarding attendance, retention and  achievement strategies |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all School and Trust policies  Safeguarding and promoting the welfare and success of all students and young people.  The implementation of equal opportunities practice.  Promoting the stated aims and policies. |  |

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**Professional Services Staff**

The following Generic Job Description is applicable to all Professional Services Staff and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

**Raising Standards of Achievement**

* To work as a whole staff to raise standards of achievement for all our students.
* To adhere to the College’s policies and practice.
* To promote the College’s ethos in every aspect of the role presenting a positive image to the community.
* To act as a role model for our students, promoting our vision and values.
* To work flexibly to support the College’s needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College’s Time Off In Lieu Policy.
* To undertake any reasonable task as directed by the Principal.
* To be proactive in suggesting and supporting change for the benefit of the College community.
* To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

**Our Students**

* To be responsible for assisting with and monitoring the welfare, care and safety of students e.g. acting as a student mentor
* To take responsibility for reporting inappropriate student behaviour while on site to relevant staff and dealing with incidents if able, appropriate and necessary.
* To note, share and celebrate student achievement.
* To be aware of and work to achieving the College’s Strategic Priorities.

**Support, Training and Professional Development**

* To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
* To participate in whole College training and Staff Development Days as appropriate.
* To participate in the College’s Performance Management Programme.
* To make a full commitment to the delivery of the College’s policies for Health and Safety and Equality and Diversity.
* To actively promote Safeguarding, British Values, Prevent and the College’s Promoting Resilience: Preventing Vulnerability strategy.
* To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
* Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.