**Job Description: ISLC Lead**

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| **Post Details** |  |
| **School:** | Twynham School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Dorset Grade 7 |
| **Weeks per year:** | Term Time plus INSET |
| **Duration:** | Permanent |
| **Responsible to:** | SENCO |

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| **Main Purpose** |
| Managing and co-ordinating the day-to-day function and development of the school’s Independent Study Area, as part of the In School Learning Centre. To supervise and support students to complete classwork and promote overall wellbeing and academic resilience by delivering 1:1 support or group work with students to ensure a positive reintegration back into lessons.  To manage and co-ordinate the relevant Pastoral/ Attendance/Behaviour Monitoring Systems within the ISLC  This role will involve working with pupils, teaching staff, outside agencies and parents to co-ordinate personalised learning packages to support a range of SEND, medical and pastoral needs. |

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| **Main Duties and Responsibilities** |
| **Support for pupils**   * To administrate, supervise and mentor students in the ISLC. This is to facilitate students who cannot currently access mainstream classrooms full time. * To create a calm and purposeful learning environment, with clear and high expectations, in which students can complete work set by their classroom teacher, or revision materials. * To oversee the provision, registration and record keeping of students using the ISLC * Complete 1:1 and group sessions with students to support their reintegration back into lessons and full time learning, whilst recognising a clear entry and exit criteria for attending the ISLC * Be able to mentor students to enable them to thrive and achieve in their learning * Support the whole school mental health approach and provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance * Promote positive change in pupils who experience medical, social, emotional and behavioural difficulties and facilitate their inclusion back into mainstream education * Challenge and motivate pupils * Promote and reinforce self-esteem * Liaise with parents/carers, learning mentors, teachers and professionals, e.g. educational psychologist * Participate in comprehensive assessment of pupils to determine those in need of particular help * Plan effective actions for pupils at risk of underachieving * Monitor and evaluate pupils’ responses and progress against action plans to learning activities through observation and planned recording * Lead on restorative justice conversations where appropriate with specific students * Work in conjunction with the Student Services and SEN department as part of the Learning Support Faculty team in addition to Heads of Year and Curriculum Leaders as appropriate. * Complete referrals where necessary to outside agencies, following the graduated response * Direct and support the work of teaching assistants working in the ISLC with specific students’ needs   **Support for the teacher**   * Support pupils’ access to learning using appropriate strategies, resources etc. * Liaison with teaching staff for subject specific work and resources * Provide feedback on pupil’s progress as required * Maintain records as agreed with other staff, contributing to reviews as requested * Work with other staff planning, evaluating and adjusting learning activities as appropriate   **Support for the curriculum**   * Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs * Assist in the implementation of strategies to promote positive behaviour and attitudes   **Support for the school**   * To be the named Lead Person for the management and coordinate paperwork for pupils on a part time timetable who are using ISLC as part of their provision. This includes, but not limited to: reporting attendance to the Attendance Officer, uploading part-time timetables to Provision Map, reviewing the effectiveness of ISLC sessions and pupil progress towards attending lessons in the main school, meeting with parents and Pastoral/ SEN team for regular reviews, communicating changes to stakeholders in pupil provision. * Keeping accurate registers on Arbor of pupil attendance in ISLC and reporting AWOL; including both Independent Study Area and pupils using the Regulation Room. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person * Contribute to the overall ethos/work/aims of the school * Attend and participate in relevant meetings as required * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * Supervise pupils on visits, trips and out of school activities as required * Clerical/admin support e.g. dealing with correspondence, making phone calls, recording and monitoring interventions etc. * Further admin support at a higher level e.g. compilation/analysis/reporting on attendance, exclusions etc. * Identify trends and patterns, providing detailed feedback to inform whole school development * Undertake relevant and appropriate further training * To supervise pupils both in the classroom, at unstructured times or on trips, and to support the physical health and wellbeing of pupils with a range of needs. * To undertake other non-specified tasks as directed by the Line Manager, in line with the qualifications and experience required for this role. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Personal Attributes** |
| **Experience**   * Experience of working with children of relevant age * Experience of working with pupils with additional needs * Experience of safeguarding policies and procedures   **Qualifications**   * Numeracy and literacy skills equivalent to Adult Basic Skills level 2 * Completion of the National Learning Mentor training is desirable   **Knowledge/Skills**   * Working knowledge of relevant policies/codes of practice and awareness of relevant legislation * Working knowledge of curriculum and other relevant learning programmes * Understanding of principles of child development and learning processes and in particular, barriers to learning * Developing knowledge of Local Authority, Outside Agencies, local and national organisations which can provide services and activities to support pupils and broaden and enrich their learning * Ability to build relationships with children and in particular to motivate children to engage in the learning process * Ability to work effectively with parents/carers and a range of professionals |

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| **Other Duties** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Key to Acronyms Used/Glossary of Terms** | |
| * ISLC – in school learning centre * SEND – Special educational needs and disability |  |