



**RAINHILL  
HIGH SCHOOL**

**Job Description**

**Post:** Intervention Learning Assistant L3

**Grade:** Scale NJC 7-11

**Contract:** 37 hours per week Monday - Friday  
Term Time only plus 5 Inset days

**Responsible to:** Head of English

**Purpose of the Post**

To maximise the progress of identified disadvantaged students in their English capabilities against national and locally agreed benchmarked targets.

**Specific Duties and Responsibilities**

1. To meet with the KS3/KS4 English Teacher, before tutoring, to identify areas for development and plan a tailored programme of support.
2. To assist with the design and development of a tailored programme for the student and agree outcomes with the Class Teacher.
3. To liaise with the Class Teacher during the tuition period as required.
4. To track progress of small cohorts of students (approximately 8-12) and communicate with teachers, Head of Faculty, SENDCO, Parents, others as required.
5. To provide specific feedback to class teacher to review progress at the end of the tuition period and next steps.
6. To take a full and active part in the school's quality assurance process.
7. To attend relevant meetings as required.

**Support for the pupil**

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all students, responding appropriately to individual student needs
- Assist with the development and implementation of Individual Education Plans
- Promote inclusion and acceptance of all students
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist in the planning, implementation, assessing, recording and reporting in relation to personal care and independence programmes
- Provide one-to-one support for students in either a care/special needs capacity as required

### **Support for the teacher**

- To provide classroom supervision in the absence of a teacher
- Communicate the work set by the teacher to the students
- Communicate feedback from the covered lesson to the teacher
- Invigilate examinations to the required standard
- Oversee the distribution and collection of books and other equipment as directed by the teacher
- Maintain the rules set by the external examination boards and in house regulators when invigilating examinations
- Work under the direction of the lead teacher/organiser when accompanying staff on school visits
- Provide clerical/administration support (e.g. photocopying, typing, filing,collecting money etc.)
- Assist with the display of students work
- Establish and maintain an appropriate learning environment
- Lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records contributing to reviews of systems/records as requested
- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision
- Assist in the planning, implementation, assessing, recording and reporting in relation to behaviour management plans

### **Support for the curriculum**

- Delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist students to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain levels of general and specialist equipment and resources

### **Support for the school**

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

- Contribute to the school ethos, aims and development/improvement plan
- 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 regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Establish and maintain inventories of equipment and resources
- To supervise staff as directed by the Head Teacher

#### **Extended service activities (breakfast /After school)**

- To be responsible for the day to day supervision of staff, trainees and volunteers as directed by the Head Teacher
- To organise rotas and timetables
- To ensure staff employed are registered with Ofsted and any other relevant organisations as required
- To be responsible for the induction of new staff using the standard induction procedure
- Establish own best practice and use to support others
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues.
- Attend and participate in Management Group meetings as appropriate.
- Manage organisation and registration of students
- Organise appropriate activities
- Ensure physical environment is maintained in good quality
- Ensure equipment used in activities is appropriate and safe
- Be aware of and ensure all students have equal access to opportunities to learn and develop
- Ensure consistent support to all students, responding appropriately to individual needs
- To be responsible for ensuring appropriate records are maintained

#### **Other duties**

- To be responsible for improving your own practice through observation, evaluation and discussion
- High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To comply with the Data Protection Act and school policies and procedures
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

- To comply with the school's Health and Safety Policy and associated safeworking procedures and guidelines.
- To comply with the school's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post

### **Generic responsibilities:**

- To work consistently to uphold school's aims
- To work in a co-operative and polite manner with all stakeholders
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people
- To work with visitors to the school in such a way that it enhances the reputation of the school
- To seek to improve the quality of the school's service
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out on school, e.g. trips, CPD etc.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

The post is subject to a satisfactory Disclosure & Barring Service check

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_