

<p><b>New River College Pupil Referral Unit</b> <b>JOB DESCRIPTION</b></p>
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**POSITION:** Learning Assistant

**GRADE:** Scale 5 + 1 SEN point, 35 hours TTO

**RESPONSIBLE TO:** Lead Learning Assistant

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## **PURPOSE OF THE POST**

New River College is a Trauma Informed School implementing trauma informed strategies in all we do, on and off site for all pupils. We aim to achieve the highest possible standards and outcomes for all pupils at New River College. Pupils attending NRC Primary range from KS1 to KS2, NRC Secondary KS3 to KS4 and NRC Medical KS1 – KS5 and include all abilities.

The purpose of the post is to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, at the direction of teaching staff and in line with school policies and guidance. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

The postholder will have responsibility for key pupils working with them to provide effective interventions meeting the pupils social, emotional and mental health (SEMH) needs.

## **REQUIREMENTS OF THE POST**

All staff are responsible to their line manager and designated member of SMT for supporting the general good order and discipline of New River College, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of New River College and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of New River College be seen as inter-related.

## **MAIN DUTIES**

### **Support for pupils**

1. At the direction of the class teacher, assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning both in and out of class
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations
3. Enhance pupil opportunity through support of Pupil Passports or SEN Support Plans
4. Act as a mentor for pupils, providing effective and timely interventions meeting their personal development targets and SEMH needs
5. Promote the inclusion and acceptance of all pupils within the classroom and at times off site in pupils homes, local community or on outings
6. Support pupils consistently whilst recognising and responding to their individual needs

7. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Provide feedback to pupils in relation to progress and achievement

### **Support for teachers**

The following duties are to be carried out under the direction and guidance of the class teacher:

10. At the direction of the class teacher, organise and manage appropriate learning environment and resources
11. At the direction of the class teacher, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
12. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
13. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
14. Under the direction of the class teacher record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
15. Work within an established behaviour Management policy to anticipate and manage behaviour constructively, promoting self control and independence
16. In collaboration with the class teacher, supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
17. Invigilate exams/tests
18. Under the direction of the class teacher, production of lesson plans, worksheet, plans etc where appropriate

### **Support for the curriculum**

19. Deliver learning activities to pupils at the direction of the class teacher, adjusting activities according to pupil responses/needs
20. Make effective use of opportunities provided by other learning activities to support the development of pupils' skills
21. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
22. Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds
23. In collaboration with the class teacher, advise on appropriate deployment and use of specialist aid/resources/equipment

### **Support for the PRU**

24. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person

25. Contribute to the overall ethos/work/aims of NRC
26. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
27. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
28. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
29. Deliver out of school learning activities within guidelines established by NRC
30. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

### **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with New River College's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in performance management, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the NRC sites

### **PERFORMANCE STANDARDS**

- To ensure that all services within the areas of responsibility are provided in accordance with New River College's commitment to high quality service provision
- To ensure that New River College policies and customer care standards are met and adhered to
- At all times to carry out the responsibilities of the post with due regard to New River College's Equal Opportunities policy

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the management committee / governing body and may be changed after appropriate consultation.

Signed ----- Date -----

<b>New River College Pupil Referral Unit</b> <b>PERSON SPECIFICATION</b>
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**SELECTION CRITERIA – Essential (E) and Desirable (D)**

<b>EDUCATION AND EXPERIENCE</b>	1.	Experience working with children of relevant age in a learning environment	E
	2.	Good numeracy and literacy skills – equivalent to Level 2 in English and Maths	E
	3.	Training in relevant learning strategies e.g. literacy	D
	4.	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT	D
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>	5.	Can use ICT effectively to support learning	E
	6.	Full working knowledge of relevant policies/codes of practice/legislation	D
	7.	Working knowledge of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	E
	8.	Good understanding of child development and learning processes	E
	9.	Ability to work with pupils who have challenging behaviours	E
	10.	Good organisational skills	E
	11.	Ability to support colleagues	E
	12.	Constantly improve own practice/knowledge through self-evaluation and learning from others	E
	13.	Ability to relate well to children and adults	E
	14.	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E
	15.	Commitment to the implementation of New River College's equal opportunities policy	E
	16.	Willingness to undertake additional training/staff development as appropriate	E
	17.	Ability to reflect on own professional practice	E
	18.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	E
	19.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E