

Job Description

Post: Learning Assistant (Personal Development, Behaviour and Welfare)

Grade / salary: NJC Grade 5

Responsible to: Assistant Headteacher (PDBW)

Contract: 35 hours per week, term time only + 5 inset days

Purpose

The Learning Assistant (PDBW) will be a member of a multi-disciplinary team, under the leadership and supervision of the Assistant Headteacher/SLT focused on maintaining high standards of personal development, behaviour and welfare.

The post holder will ensure that they support our shared vision, ethos and strategic plan that supports all our children/young people. They will work with small groups providing support and interventions for pupils. They will play a key role in supporting families and working with external agencies to ensure the safety of our pupils is paramount.

The post holder will:

- work alongside the Assistant Headteacher (PDBW) to develop and deliver appropriate strategies/interventions relating to behaviour, welfare & attendance;
- contribute towards developing and achieving whole school priorities, including; promoting high standards of behaviour for learning and/or attendance;
- develop and implement mentoring / support programmes to deliver to identified groups of pupils; they will deliver targeted support and interventions to students with Social, Emotional, Behavioural and Mental Health needs (SEMH), along with emerging neuro-diverse conditions in accordance with their EHCP.
- work collaboratively with teaching staff and Learning Assistants to support pupil engagement/learning; they will provide support and guidance to teachers to ensure that students with Social, Emotional, behavioural and Mental Health needs, learn effectively and make good progress, this will include classroom support, 1:1 interventions and additional planning meetings.
- work in partnership with colleagues to promote the learning and welfare of students by providing practical and learning support to students throughout the school;
- deliver pastoral support to students and staff and liaising with parents and carers;
- provide teaching / supervisory support in the Pastoral Hub as required;
- contribute to the statutory SEND code of practice and assist in activities including admissions & the consultation process where required;
- to support with transition arrangements between key stages;

- provide classroom support as required in line with the role of a Learning Assistant.
- line manage designated groups of Learning Assistants;
- support existing Learning Assistants within the classroom and provide guidance and support to develop and enhance existing practice, where appropriate
- lead activities as directed by SLT.

Additional responsibilities

In addition to the responsibilities outlined above the post holder will:

- take operational responsibility for the daily administration of medicines in school under the direction of the Medicines in School Lead. This will include overseeing the daily administration of medicines in school and ensuring training is up to date for those administering medicine.
- form part of the safeguarding team as a Deputy Designated Safeguarding Lead.
- Mental Health First aider (training to be provided)

Monitoring and Evaluation:

- To take an active role in annual Reviews and to evaluate pupils' progress towards meeting their targets;
- Under the guidance of the Assistant Headteacher, take responsibility for the development of pastoral support plans and behaviour plans for pupils and to evaluate pupils' progress towards meeting their targets.
- To maintain regular and productive communication with parents/carers, and to report on progress and achievements.
- To establish constructive relationships with other agencies/professionals, in liaison with the Assistant Headteacher.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Beech Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Level 5/6 qualification e.g. Bachelor Degrees, Graduate Certificates and Diplomas, or Level 5 qualification e.g. Diplomas of HE and FE, foundation degrees and HNDs Or Evidence of the equivalent level of knowledge gained through work experience		•
	Meet the HLTA standards or have an equivalent HLTA qualification or experience		•
	Knowledge and experience of planning, preparing, delivering and evaluating learning activities	•	
	Experience of assessing pupil progress and reporting on development and attainment	•	
	Experience of providing support and guidance to other teaching support staff and ability to supervise staff	•	
	Experience of working as a Mental Health First Aider		•
Experience	Experience of working with children and young people with Special Educational Needs and Disabilities		•
	Experience of working with national curriculum and other strategies in a school environment		•
Thinking Ability	A passion for working with children and young people with Special Educational Needs	•	
	Hold high expectations for children and young people's learning and achievement	•	
	An understanding of relevant policies and awareness of relevant legislation	•	
	An understanding of national and foundation stage curriculums and accreditation	•	
	An understanding of child development	•	
	An understanding of Individual Education Plans	•	
	Ability to review learning needs and actively seek learning opportunities	•	
	The capacity to use ICT to improve the quality of provision		•
	Awareness of the need to maintain confidentiality	•	
Personal Effectiveness	Good communication skills	•	
	Good interpersonal skills	•	
	A team player with a collaborative approach	•	
	Ability to manage own time, prioritise tasks and proven organisational skills	•	
	Positive, ambitious and forward looking	•	
	Resilient and easily adaptable to change	•	
	Honesty and integrity	•	
	Passionate and enthusiastic about making a difference	•	
	Child-centred and committed to achieving the best outcomes for pupils	•	
	Ability to work with children and young people that present challenging behaviour	•	

		Essential	Desirable
	Ability to form respectful and trusting relationships with a range of people including parents and carers	•	
	Capacity to motivate, inspire and challenge children, young people, self and others	•	
General	The flexibility to meet the full range of job requirements	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Commitment to the school's aims and values	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	An understanding of and commitment to equal opportunities	•	
	No serious health problems that will likely impair or impact on job performance.	•	
	Good attendance record in current employment (not including absences resulting from a disability)	•	