

JOB DESCRIPTION AND PERSON SPECIFICATION

<p><u>Job Title:</u> Personal Learning Advocate</p>	<p><u>Grade:</u> G (points 20 – 24)</p>
<p><u>Job Family:</u> Organisational Support</p>	
<p><u>Overall Purpose of Job:</u></p> <p>In the role of Personal Learning Advocate (PLA) you will liaise and work in partnership with the home academy/school, family/carer, and the AP Free School to support the assessment and integration of learners with outreach and/or in reach.</p> <p>You will work under the direct supervision of the teaching and learning staff and SENCO to enable children and young people to access learning and therapeutic support as identified in personalised learning programmes.</p> <p>You will provide additional support to learners during challenging and difficult times in order that they remain engaged in learning.</p> <p>You will provide family/carer and learner support during school holiday periods to ensure health and well-being and support the engagement of learners in social activities/events.</p>	
<p><u>Main Responsibilities:</u></p> <p>You will support the student by:</p> <ol style="list-style-type: none"> 1. undertaking the activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional, and educational development 2. carrying out pre-determined educational activities and work programmes whilst promoting independent learning 3. working to establish a supportive relationship with the children and parents/carers concerned, and their home academy/school 4. being a positive role model, encourage the acceptance and inclusion of all learners within the AP Free School and the wider community 5. promoting and reinforcing the child's self-esteem 6. engaging learners in activities outside of traditional school hours to support the emotional well-being and raising of self-esteem, i.e. after school clubs <p>You will support Parents/Carers by:</p> <ol style="list-style-type: none"> 7. improving children's outcomes by identifying interventions that are effective in supporting parental involvement, particularly those parents/carers who are not significantly involved in their child's education 8. engaging with parental engagement training through a programme of CPD to develop school-based family and parent support activities that improve children's learning and general well-being 9. supporting parents/carers in accessing clear, specific, and targeted information from the AP Free school, mainstream academy/school and other support services to ensure that they have an understanding of their child's learning and emotional well-being 10. providing support to parents/carers to ensure that communication streams, between home and school, are embedded, effective and responsive to need 	

You will support the Teacher by:

11. monitoring individual children's needs and provide oral/written feedback, contributing to reports and ensure accountability by reporting directing to their designated supervisor as appropriate
12. keeping such records of the children's development as are required by the AP Free School
13. assisting teaching staff in the planning of work programmes for individuals and groups of children
14. supporting teaching staff in the carrying out of home visits
15. assisting the teaching staff in the smooth transition between integration and/or reintegration between the AP Free School and the home academy/school, and/or educational phases

You will support the Academy by:

16. being aware of the AP Free School's policies and procedures
17. being aware of confidential issues to home/student/teacher/academy work and to keep confidence as appropriate

General

18. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
19. You will participate in training and other learning activities and performance development as required.
20. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
21. You will ensure strict confidentiality in all areas of work.
22. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
23. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
24. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
25. You will always comply with the Trust's policies and procedures.
26. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Knowledge, Skills and Experience**Essential**

- GCSE Grade C/4, or above, or equivalent in both Maths and English (C)
- Understanding classroom roles and responsibilities and your own position within these (A/I)
- Working with or caring for vulnerable and/or disaffected children and young people (A/I)
- Ability to use a range of technology – computer, video, photocopier (A/I)
- Ability to motivate and inspire disengaged and vulnerable learners (A/I)
- Ability to relate well to adults including parents/carers and other professionals (A/I/R)
- Ability to work constructively as part of a team (A/I/R)
- Ability to lead or participate in out of school activities (A/I)
- Commitment to self and team development (A/I)
- Good interpersonal and communication skills in liaising with a wide range of stakeholders (A/I)
- Drivers Licence (C)

Desirable

- Relevant Teaching and/or teaching assistant qualification and/or social care/health qualification at Level 6 (C)
- First Aid at Work qualification (C)

- Working knowledge of the curriculum and other strategies/programmes (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours:

- Proactive
- Resilient
- Calm
- Organised
- Effective
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

Contacts and Relationships:

Managers - in daily contact with senior leaders/Principal within the academy.

Support Staff – in contact with support staff who are involved in classroom support, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with wider Education team (e.g., Executive Leaders, Subject Directors)

External – in contact with contractors, suppliers, parents/carers, external agency professionals, other government and local authority staff, other staff from academies and schools.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.