**JOB DESCRIPTION**

**Post Title:** Pastoral and Learning Assistant

**Salary:** Band 8

**Hours weekly:** 35 hours per week. Term Time Only +5 days

**Responsible to:** SENCO

**Principal Accountabilities:**

To support access to learning for students with special educational needs (SEN), particularly those who display challenging behaviour due to SEMH needs (Social Emotional & Mental Health). However, this may also include students with an Education, Health & Care Plan or a statement of Special Educational Needs (SEN), students on the SEN register or those with English as an Additional Language (EAL).

To provide support to the teacher so that students on the Special Needs Register and other students with learning needs can make good progress.

To provide intervention for specific students with challenging behaviours and help them to develop their emotional resilience and self-regulation.

**Main Activities and Responsibilities:**

**Support for Students**

Establish constructive relationships with students and, acting as a good role model, interact with them according to individual needs.

Supervise and provide specific support for students ensuring their safety and access to learning, implementing programmes and strategies as directed by teaching staff and the SENCo & Assistant Head (pastoral).

Positively promote the inclusion of all students.

Encourage students to take part in all activities as directed by the teacher, facilitating those who require, for example, the adaptation of the activity or equipment.

Provide the support that allows students to independently access the curriculum wherever possible.

Model high standards of literacy, both in written and spoken English.

Model high standards of numeracy, using the academy’s standard methods of calculation.

Provide feedback to students in relation to progress and achievement based on targets set and learning objectives.

Assist with the implementation of Individual/Group Learning Plans and Personal Care programmes.

Ensure that any concerns involving students, including child protection issues, are reported to the appropriate staff.

Report any damage to equipment necessary for the safe movement, well-being or learning of students.

**Support for the Teacher**

Be aware of student needs and the ways in which they can be supported as indicated by teachers in lessons and individual learning plans.

Within each supported subject, be aware of student targets/progress and achievements and provide regular feedback to the subject teacher on students achievements, progress, problems etc.

Undertake student record keeping as requested by Learning Development. In classes monitor students’ responses to learning activities and accurately record achievement/progress as directed.

Assist in the maintenance of a purposeful, orderly and supportive learning environment, supporting the teacher by ensuring a focus on learning.

Use the Academy’s Behaviour Policy consistently when dealing with any issues related to behaviour.

Assist the teacher with learning activities using strategies, in liaison with the teacher, to support students to achieve learning goals.

Assist with the planning of learning activities.

Have regard for the health and safety of students, particularly in practical areas of the curriculum

**Support for the Curriculum**

Undertake structured and agreed learning activities/teaching programmes within subject areas or as directed by the class teacher or the SENCo.

Support and develop students’ confidence, competence and independence in using equipment including ICT.

Run intervention sessions for small groups or 1-to-1 to support and develop students’ emotional resilience and mental wellbeing.

**Support for the Academy**

Be aware of and comply with all Academy policiesand in particular all procedures relating to child protection, health, safety, confidentiality, data protection, staff conduct.

Positively encourage all students to access opportunities to learn and develop both as an individual and as a member of the Academy.

Contribute positively to the overall ethos and aims of the Academy.

Understand and support the role of other professionals.

Attend relevant meetings as directed by the Academy or Learning Development.

Participate in training and other learning activities and performance management.

Assist with the supervision of students out of lesson time if directed to do so by the Intervention Manager.

Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher.

Provide clerical/admin support when required.

*Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*