



JOB DESCRIPTION

BLATCHINGTON MILL SCHOOL AND SIXTH FORM COLLEGE

JOB PROFILE

Under an agreed system of supervision, take a lead role within the school to address the needs of students who need particular help to overcome barriers to learning

JOB PURPOSE

- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students in relation to progress, achievement, behaviour, attendance, etc.
- Establish constructive relationships with parents / carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration, e.g. registration, truancy, pastoral systems, etc.
- Provide administrative support e.g. dealing with correspondence, compilation / analysis / reporting on attendance, exclusions, making phone calls, etc.

Contract details

TA Role D
37 hours
Term Time only

ACCOUNTABLE TO:

Year Team Leader

ACCOUNTABLE FOR:

Students within year group

DATE OF PREPARATION

June 2012

DATE OF REVIEW

Learning Development Officer (LDO)

KEY ACCOUNT ABILITIES	KEY TASKS	s = secure m = mostly n = needs development
Support for students	<ul style="list-style-type: none"> • Take a lead role in managing and delivering pastoral support to students • Manage the supervision of students excluded from, or otherwise not working to, a normal timetable • Attend to students' personal needs and provide advice to assist in their social, health and hygiene development • Undertake comprehensive assessment of students to determine those in need of particular help and ensure the vulnerable students grid is updated. • Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / CAF/ Mentoring plans • Take a lead role in the provision of support for students with special needs • Establish productive working relationships with students, acting as a role model • Arrange and develop 1:1 mentoring arrangements with students and provide support for distressed students • Take a lead role in managing the speedy / effective transfer of students across phases / integration of those who have been absent • Provide information and advice to enable students to make choices about their own learning / behaviour / attendance • Monitor and support student progress, work ethic and intervention. • Support equalities work with students. 	

Learning Development Officer (LDO)

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Support for teaching</p>	<ul style="list-style-type: none"> • Manage liaison with feeder schools and other relevant bodies to gather student information • Support students' access to learning using appropriate strategies, resources, etc. • Work with other staff in planning, evaluating and adjusting learning activities as appropriate • Monitor and evaluate students' responses and progress against action plans through observation and planned recording • Provide objective and accurate feedback and reports as required, to other staff, on students' achievement, progress and other matters, ensuring the availability of appropriate evidence • Manage record keeping systems and processes • Take a lead role in the development and implementation of appropriate behaviour management strategies 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Support for curriculum</p>	<ul style="list-style-type: none"> • Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning • The effective integration of new students into school, liaising with curriculum teams and home to ensure the student's educational needs are met 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Support for the School</p>	<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop • Contribute to the overall ethos / work / aims of the school • 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 • Participate in training and other learning activities as required • Recognise own strengths and areas of expertise and use these to advise and support others • Be responsible for the provision of out of school learning activities within guidelines established by the school • Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class 	

Learning Development Officer (LDO)

Line Mgt. Responsibilities

- Manage other teaching assistants when appropriate and identified
- Liaise between managers / teaching staff and teaching assistants
- Hold regular meetings when appropriate relating to students with EAL

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Agreed by:

Post Holder

Head Teacher

Date:

Date:

Learning Development Officer (LDO)

PERSON SPECIFICATION

POST TITLE: Teaching Assistant – Behaviour, Guidance, Support (LDO) - Level D

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- **Meet Higher Level Teaching Assistant standards or equivalent qualification or experience**
- **Excellent numeracy / literacy skills - equivalent to NVQ level 2 in English and Maths**
- Full working knowledge of relevant policies / codes of practice / legislation
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Understanding of the range of support services / providers

Experience

- Experience of working with children of relevant age
- Experience of working with students with additional needs

Skills/Abilities

- **Excellent numeracy / literacy skills**
- Ability to plan effective actions for students at risk of underachieving
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding student-related roles and responsibilities and your own position within these

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.