

**Bushey Meads School**

**Job Description**

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| **Post Title** | Lead Learning Assistant – Bushey Meads Award Scheme |
| **Purpose** | * To deliver Bushey Meads Award Scheme (AQA Unit Awards) and other identified alternative provisions, ensuring the needs of the students are met * To assist in the development of the curriculum in these subject areas * To maximise the inclusion in and experience of learning activities for students within the mainstream and alternative curriculum, promoting and encouraging independence by liaising with teaching staff and other members of the Inclusion and Learning Support teams. |
| **Reporting to** | Inclusion Manager |
| **Liaising with** | Governors, Executive Principal/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | 37.00hours per week: Monday to Thursday 8.00am – 4.00 pm, Friday 8.00 am – 3.30 pm, (including 30 minutes unpaid break)  Term time + 1 week to include 5 INSET days |
| **Salary/Grade** | APT&C Point 6- 9 + fringe (£23,893pa-£25,119pa + £988pa), paid pro-rata for hours worked.  Actual pro-rata salary range is £20,435pa-£21,484pa + £845pa.  Salary point offered will be based on experience and knowledge. |
| **Disclosure Barring Service** | Enhanced with Barred List check |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * To plan and deliver the curriculum for students who access the Bushey Meads Award Scheme Unit at KS3 & KS4 * To monitor and evaluate the progress of these students within the lessons, providing feedback in line with the School’s policy * Contribute to termly academic reports for students * Attend Parent/Carer consultation evenings to provide information regarding the progress in the subject areas * Complete all administrative responsibilities in line with the award specifications for the units being delivered * To assist with covering any absence of other members of the Prince's Trust and Bushey Meads Award Scheme learning team * Work with other staff members across the school, developing relevant cross curricular links |
| **Curriculum Provision and Development:** | * To plan and deliver a broad, balanced, relevant and differentiated curriculum to the students and help them to learn as effectively as possible, both in group situations and on their own, while supporting the requirements of the national curriculum * To accompany Bushey Meads Award Scheme students on trips related to the curriculum |
| **Staff Development:** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development * To work as a member of a designated team and to contribute positively to effective working relations within the school * To engage actively in the Performance Appraisal Review process * To attend relevant in-service training and regular learning support meetings |
| **Standards and quality assurance:** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Follow and uphold school policies * Participate in staff training * Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools |
| **Management Information:** | * Monitor and record student progress by liaising with teaching staff and other members of the Inclusion, Learning Support teams and outside agencies when appropriate. * To promote and foster links between home and school |
| **Communication:** | * To communicate effectively with the parents of students as appropriate * Where appropriate, to communicate and co-operate with persons or bodies outside the school * To follow agreed policies for communications in the school * Attend meetings as required * To prepare and provide reports as required * To be aware of in-school procedures and confidential issues and to keep confidences appropriately |
| **Marketing and Liaison:** | * + To take part in marketing and liaison activities such as Open Evenings, Options Evening, Parents’ Evenings and liaison events with partner schools as required   + To contribute to the development of effective subject links with external agencies as required |
| **Management of Resources:** | * + To contribute to the process of the ordering and allocation of equipment and materials   + To assist the department to identify resource needs and to contribute to the efficient and effective use of resources   + To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students |
| **Other Specific Duties**: | |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example * to promote actively the school’s policies * to continue personal, professional development * to actively engage in the school’s self-review and evaluation processes * to actively engage in the school’s Appraisal of Performance processes * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Executive Principal * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed | |
| All support staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. | |

**March 2024**