**Bushey Meads School**

**Job Description**

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| **Post Title** | Lead Learning Assistant Speech & Language |
| **Purpose** | To support the pupil to access the curriculum through Braille alongside specialist  technology through direct intervention, in-class support and through the modification of curriculum resources. |
| **Reporting to** | Deputy SENDCo |
| **Liaising with** | Governors, Headteacher/Senior Leadership Team, SENDCo, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | 37 hours per week Monday to Friday, (inclusive of unpaid breaks), 08:00 am – 4:00pm  Term time + 1 week to include 5 INSET days |
| **Salary/Grade** | The salary range for this post is APT&C point 7-9 plus London fringe paid pro-rata. The full-time figures are £24,294pa to £25,119pa + £988pa fringe. The actual pro-rata range is £20,778pa-£21,484pa + £845pa. |
| **Disclosure Barring Service** | Enhanced with Barred List check |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * To provide direct support to the pupil to use Braille/specialist technology in lessons * To facilitate the development of independence and independent learning through   individualised support and the implementation of specialist advice provided by the VI Team   * To learn to produce curriculum resources in accessible formats e.g. in Braille,   electronic documents for screen readers, concrete materials/3 dimensional models  To shadow members of the VI Team, including Curriculum Access Specialists and  receive training in modification of learning materials/experiences   * To assist the pupil in their use of specialist technology and equipment * To know or be committed to learn uncontracted (Grade 1) and then progress to   contracted (Grade 2) Unified English Braille (UEB)   * To contribute to the monitoring and recording of pupil progress * Liaise with school staff and other professionals within school regarding learning   materials for the pupil with VI   * To attend relevant and ongoing specialist VI training |
| **Curriculum Provision and Development:** | * To assist teaching staff in offering a broad, balanced, relevant and differentiated curriculum to these 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 and the lesson aims of the teacher * To be available if required to accompany VI students on school trips |
| **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:** | * To act as Pupil Passport link with specific SEND students * Monitor and record their progress by liaising with teaching staff, LA’s and outside agencies when appropriate and to 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, 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 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. | |

**May 2024**