

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### Teaching & Learning Assistant – Flexible Learning Hub

NJC Scale 5, points 12-17

<b>General duties and responsibilities</b>	<p><b>Support for pupils</b></p> <ul style="list-style-type: none"><li>• Provide pastoral care and emotional support to pupils at risk of disengagement</li><li>• Support pupils not currently accessing the mainstream timetable through supervision and structured activities</li><li>• Assist in developing and delivering interventions that support pupils' social, emotional, and behavioural development</li><li>• Support pupils in accessing a flexible and alternative curriculum, including vocational and functional skills learning</li><li>• Support with pupil reintegration plans, helping them transition back into classroom-based learning where appropriate</li><li>• Develop positive and supportive relationships with pupils, acting as a role model and mentor</li><li>• Facilitating interventions for pupils to support their development and progress</li><li>• Support the coordination of external activities, enrichment sessions, and therapeutic interventions (e.g., art/music therapy, SEL activities)</li><li>• Track and report on pupil engagement, attendance, and progress as directed</li><li>• Assist in the coordination and monitoring of pupils on bespoke timetables</li></ul> <p><b>Support for teachers</b></p> <ul style="list-style-type: none"><li>• Support pupils' access to learning using appropriate strategies, resources etc.</li><li>• Assist in the delivery of adapted learning programmes, supporting core subjects (English and Maths) and vocational elements where appropriate</li><li>• Work alongside the Flexible Learning Coordinator to plan and implement personalised intervention programmes, evaluating and adjusting learning activities</li><li>• Establish constructive relationships with parents/carers, exchanging information, facilitating support for their child's attendance, learning and supporting home to school and community links</li><li>• Liaise with external providers and support services under guidance to coordinate off-site or specialist learning opportunities</li><li>• Assist in planning, preparing resources/materials tailored to flexible learning needs</li><li>• Help gather evidence for termly progress reviews and contribute to impact reporting of interventions</li><li>• Admin support e.g. dealing with correspondence and making phone calls etc.</li></ul>
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	<p><b>Support for the curriculum</b></p> <ul style="list-style-type: none"> <li>• Implement agreed learning activities/teaching, adjusting activities according to pupils' responses/needs</li> <li>• Support pupils' access to vocational, creative, and therapeutic activities that form part of their flexible curriculum</li> <li>• Determine the need for, prepare and use specialist equipment, plans and resources to support pupils</li> <li>• Assist in supporting pupils with their access arrangements for assessments and exams</li> <li>• Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop</li> </ul> <p><b>Support for the school</b></p> <ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person</li> <li>• Demonstrate suitability to work with children</li> <li>• Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate</li> <li>• Contribute to the overall ethos/work/aims of the school; supporting the main school as required</li> <li>• Participate in training and other learning activities as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Supervise pupils on visits, trips and out of school activities as required</li> <li>• Reporting pastoral and safeguarding incidences to Line Management and DSL and record all information on CPOMS</li> </ul>
<b>Strategic responsibilities</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, to support its distinctive vision and values and to encourage other staff and pupils to follow this example</li> <li>• Contribute to the implementation of the flexible learning programme by supporting its delivery on a day-to-day basis</li> <li>• Implement whole school policy and practice</li> <li>• Help monitor the effectiveness of flexible learning support and contribute to discussions around curriculum adaptation and pastoral care</li> <li>• Attend department and wider school meetings</li> </ul>
<b>Other specific duties/requirements</b>	<ul style="list-style-type: none"> <li>• Participate in professional development and keep abreast of developments and initiatives</li> <li>• Excellent interpersonal and communication skills</li> <li>• A proactive, flexible, and empathetic approach to working with vulnerable young people</li> <li>• Strong commitment to inclusion and personalised learning</li> <li>• Ability to work both independently and collaboratively as part of a team</li> <li>• Take part in wider staff training and development, for example in key areas such as safeguarding, positive handling</li> <li>• Take part in the Performance Management Review process</li> <li>• To be reflective and to continually strive for self-improvement</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with and enforce all policies and regulations relating to Child Protection and Safeguarding</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments where required</li> <li>• Understand and comply with data protection regulations</li> <li>• Demonstrate a record of excellent attendance and punctuality</li> <li>• Adhere to the school's Staff Code of Conduct</li> <li>• Undertake any other duties as reasonably requested by the Headteacher</li> <li>• Satisfactory references and an enhanced DBS are required. This post is exempt from the Rehabilitation of Offenders Act.</li> </ul>
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