

Line Manager: Assistant Head Inclusion (Secondary School)

Job purpose

To enable secondary students to access learning by supervising and assisting across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of students as directed by a teacher.

The list of accountabilities and duties in this job description should not be regarded as exclusive or exhaustive. Please note that, in consultation with an employee, the school reserves the right to update their job profile to reflect changes in, or to, their post.

Key accountabilities

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

Duties

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans and learning outcomes
- The preparation of materials/equipment (e.g. books, pencils, art supplies, sort games, AVA equipment) preparing and clearing up activities with the students
- Assisting with reading, word and number games, science and art and craft activities to support learning outcomes using the teachers planned teaching and learning method
- Providing unobtrusive guidance and support to enable students to find answers to questions and tasks set, using knowledge of each student's differing levels of development and ability to ensure progression and continuity
- Supervise individual or small groups of students undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to students' learning
- Assisting students' achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems
- Assist students to develop their independence through undertaking tasks
- Support the use of IT as a tool to enable learning
- Support the development of literacy and numeracy skills of students from a wide variety of backgrounds
- Administer and mark routine tests with clearly defined predetermined answers
- Invigilate or scribe for exams as required
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects
- Ensure that students work and play together positively and cooperatively, with good behaviour
- Helping students change for practical activities
- Arrange classroom to create a positive learning environment including arranging classroom displays

- Planning and supervision of extra-curricular activities, including working with the Primary section
- Report student and school issues in line with the school's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required
- Any other duties which are required and reasonable considering training, skills level, and experience

Other responsibilities/duties/accountabilities

Data protection

Be responsible for ensuring that workplace responsibilities within the school are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Health & Safety

To ensure an effective and safe environment that promotes the welfare of children and employees will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. Employees should familiarise themselves with the school's health and safety policies.

Equality and Inclusion

The school believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The school has a number of policies to support this commitment that employees should ensure they are familiar with and compliant to. Any breaches may lead to termination of employment.

Sustainability and environment

Mayfield School is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional, and local environmental issues. Employees are required to support these aims.

Right to work

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Safer Recruitment/DBS

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with 'Keeping Children Safe in Education', the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

LEARNING SUPPORT ASSISTANT SENIOR SECTION JOB DESCRIPTION



New employees will be required to apply for Disclosure Service certification as part of the school's employment recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.