

Flexi Learning Support



Woodpecker Court
"Where learning meets the outdoors"

Job Description

Post:	Flexi Learning Support
Location:	Woodpecker Court, Wigmore Lane, Eythorne, Kent, CT15 4BF
Responsible To:	Head of Teaching and Learning
Job Purpose	The Flexi Learning Support will: <ul style="list-style-type: none">• Fulfil the professional responsibilities of a tutor where required• Cover lessons in the absence of colleagues where required• Perform any learning support function as required

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum, and schemes of work, Assess, monitor, record and report on the learning needs, progress, and achievements of assigned students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Promote Woodpecker Court values / ethos in all lessons

Learning support

- Provide emotional, physical and specialist support so students are able to access the curriculum and participate fully in provision activities.
- Provide support to students who have a range of difficulties including communication, physical or social, emotional, and mental health difficulties, and also where English is not the first language, taking into account advice and programmes provided by other professionals; and implementation of behaviour support plans and risk assessments.
- Provide support for students who display challenging behaviour and contribute to their development.
- Assess the needs of students and use detailed knowledge and skills to support and advance students' learning.
- Plan and implement strategies to support students in their social development and their emotional well-being, dealing with and following the provision's policy on reporting problems, as necessary.
- Assist with the supervision of students at break times, lunchtimes (but not as a supervisory assistant) and other activities.
- Accompany tutors and take responsibility for students on visits, trips and out of provision activities as required.
- Provide pastoral care to students in consultation with the pastoral team
- Be responsible for students who are not working to the normal timetable.
- To support the invigilation of examinations and assessment, reading and scribing where required.
- Support students to develop their skills of independence, resilience, confidence, and self-esteem.
- To supervise students and escort them safely to their designated transport
- Use knowledge and understanding to extend and challenge students learning
- Prepare and present displays
- Support the use of ICT in the curriculum
- Support the tutor in the preparation of learning reviews
- Foster links between provision and home

Whole-school organisation, strategy, and development

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another tutor is unable to teach
- Contribute to the Woodpecker Court community as required
- Attend meetings, including staff meetings, parents evenings, marketing events, courses and discussions both internal and external to the provision as directed, reporting back as appropriate.

Health, safety, and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students consistently, managing behaviour effectively to ensure a good and safe learning environment
- Model good levels of consistent personal discipline

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with students, parents and carers and local community

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them.
- Deploy resources delegated to them showing appreciation for their value

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• Successful education / working with young people experience• 5 GCSEs grade 4 / C or above, including English and Maths
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet students' needs• Ability to build effective working relationships with students• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning• SEN knowledge and activity to deliver to SEN students
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes: This job description may be amended at any time in consultation with the postholder.