



WEST BUCKLAND SCHOOL

Personalised Learning Assistants – full and part time opportunities

The aims and ethos of a West Buckland education is to provide a forward-thinking education consisting of personalised development, innovative experiences, and excellent learning.

These values run through the education we offer so pupils do not leave just with knowledge passed on, but as young people who are Caring, Committed, Courageous, Confident, Creative, Critical Thinkers and Curious.

PLAs are important and valued members of the staff team and the school. Opportunities for full or part-time work are available, working term time only with up to five additional working days for INSET as directed within the academic year.

A Personalised Learning Assistant's time will be spent supporting pupils in classroom lessons and providing 1:1 literacy and/or numeracy and/or emotional literacy interventions. Duties will vary according to the needs and requirements of the school. Personalised Learning Assistants are expected to attend staff meetings and relevant INSET training, as directed by the headmaster and contribute to the wider life of the school. Personalised Learning Assistants are responsible to the Head of Personalised Learning (SENDCo).

The School

West Buckland School comprises a Nursery, Prep School and Senior School. The three schools share a beautiful campus, located in 100 acres of North Devon countryside, close to the town of Barnstaple. The Prep and Senior schools are situated in separate buildings on the same campus and share access to all the facilities.

Throughout its history, the school's premises have developed to serve its educational needs and, since 2008, West Buckland has invested in excess of £13.5m on developing this beautiful campus, which now boasts a sports centre, theatre as well as the best Creative Art and Sixth Form boarding facilities in the region. In addition, the Black Box Theatre and new café are wonderful facilities situated in the very heart of the campus.

The school values the development of characteristic values articulated in the aims and ethos of the school, which enable children to become creative risk takers, inquirers and critical thinkers. Music, drama, sport and art feature highly in the lives of our pupils as do the range of different nationalities represented. Welcoming diversity is a feature of a West Buckland education. Further information about the school may be found on our website:

www.westbuckland.com



WEST BUCKLAND SCHOOL

Main Responsibilities

1. Providing curriculum support:

- Providing support for pupils in class lessons in accessing the curriculum
- Supporting individual pupils or small groups in the Personalised Learning Hub during the school day, particularly with literacy, numeracy, organisation and SEMH support.
- Keeping weekly records of interventions and pupil progress
- Providing support on educational excursions
- Liaising with staff regularly regarding lesson plans, appropriate interventions, differentiation and target setting for pupils
- Attending weekly Personalised Learning departmental meetings & whole-school staff meetings

2. Providing administrative support:

- Tracking the progress made by pupils with SEND
- Updating pupil provision maps
- Assisting with displays to enhance the Personalised Learning Hub learning environment

3. Attending INSET and professional development:

- Undertaking appropriate training in the four key areas of SEND
- Having a working knowledge of the SEND Code of Practice (2015) and its relevance in independent settings
- Attending school INSET and training as requested by the headmaster

Other duties:

- Ensuring a working knowledge of all relevant school policies including the Staff Code of Conduct
- To undertake duties and Extra Curricular activities as required.
- To be flexible within the working practices of West Buckland School.
- Work within the expectations and direction of the school's Health & Safety Policy and protocols.

The school reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the school's business.



WEST BUCKLAND SCHOOL

The Applicant

The successful candidate is likely to have relevant experience of working with children and young people. They will have an interest and commitment to supporting children and young people to access the curriculum and fulfil their potential. In line with the responsibilities outlined above, the appointee will require personal qualities such as patience, flexibility, tact and appreciation of the need to respect confidentiality. The appointee will need good literacy and numeracy skills, and the ability to work with Office applications such as Word and Outlook.

Qualifications

Ideally you will be qualified to Level 2 Support Work in Schools.

A Level 2/3 Certificate in Supporting Teaching and Learning in Schools and/or a Level 3 Diploma in specialist Support for Teaching and Learning in Schools or Qualified Teacher Status (QTS) are desirable but not essential.

Hours of Work

The normal hours of work are Monday to Friday 08.30hrs till 17.15hrs with an hour's unpaid break each day, based on a minimum of 37 ½ hours per week. There is an expectation to manage working hours in line with the needs of the school and flexibility is required.

Salary

These posts are funded roles with salary aligned to the funding.

The Interview

Interviews will take place on receipt of positive applications. There will be an opportunity to meet other members of staff and to see the school at work. Candidates will be interviewed by the Head, Deputy Head (Pastoral) and the Head of Personalised Learning (SENDCo) and staff within the Department Applications.

Please send a fully completed application form, and any supporting information, to recruitment@westbuckland.com or by post to: West Buckland School, West Buckland, Barnstaple, EX32 0SZ.

Child Protection

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

This post is identified as being within the scope of Regulated Activity and requires a cleared



WEST BUCKLAND SCHOOL

Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared; this may not negate the applicant from being appointed.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding Policy Statement. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Safeguarding Officer or to the headmaster.

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked of all candidates during the interview process. West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and social media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.