



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

## Learning Facilitator Job Description

<b>Postholder</b>	<b>Learning Facilitator</b>
<b>Overall Responsibilities</b>	To work with the Heads of Year, Pastoral Team and SENCO in developing and implementing personalised intervention programmes for each student who has been identified as needing support in terms of progress, learning, achievement, emotional well-being, behaviour, attendance, engagement, friendship forming, aspirations, or motivation.
<b>Line Manager</b>	Assistant Headteacher
<b>Salary/ Scale of Post</b>	B3, Points 7 – 11 (£22.369 - £24.054) Pro Rata to hours and weeks worked 15 hours per week, Term time only plus training days
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure all students identified have the best possible chance of success whilst working in line with school expectations and the school ethos</li> <li>• Develop and personalise a range of programmes, activities, courses, and opportunities to provide extra support for identified students.</li> <li>• Liaise closely with teaching and teaching support staff to provide personalised support for identified students that leads to them engaging in learning and achieving in line with their potential.</li> <li>• Build positive relationships with parents of identified students and communicate with them regularly.</li> <li>• Attend and actively participate in regular pastoral meetings and carry out agreed action points from the meetings.</li> <li>• Manage and deliver the intervention of identified students for the key stage (3 or 4) and monitor the impact of the intervention, reporting to the Heads of Year, Pastoral Team and teaching staff on the progress being made with the student.</li> <li>• Formally report to the Heads of Year every half term on the developments of identified students in their year groups due to the intervention taking place.</li> <li>• Contributing to child welfare and protection, keeping up to date with the latest procedures and regulations and ensuring attendance at appropriate INSET training and meetings.</li> <li>• Systematically maintain logs and records of support implemented for each individual student.</li> </ul>

<b>KS3 Duties</b>	<ul style="list-style-type: none"> <li>• Plan and deliver suitable sessions to work with identified students on ‘long term cycles’ through one-to-one mentoring sessions that focus on self-esteem, emotional awareness, aspirations, positive behaviours, social expectations, anger management, communication with others, friendship forming, and other areas linking to student well-being.</li> <li>• Plan and deliver suitable sessions to work with identified students on ‘long term cycles’ through small group work sessions to meet the needs of the cohort.</li> <li>• Monitor the impact of the above.</li> <li>• Work with identified students on ‘short term cycles’ as directed by the Heads of Year and Assistant Headteacher.</li> <li>• Plan and deliver tailored sessions for the KS3 students on the ‘short term cycles’ as advised by the Heads of Year on a half termly basis.</li> </ul>
<b>KS4 Duties</b>	<ul style="list-style-type: none"> <li>• Plan and deliver suitable sessions to work with identified students on ‘long term cycles’ by supporting their education by focusing on achievement in their subjects, engagement in work from subjects, completion of work, communication with teachers regarding their work, and aspirational/motivational support.</li> <li>• Plan and deliver suitable sessions to work with identified students on ‘long term cycles’ to support independent study in core GCSE subjects.</li> <li>• Support with student engagement during teaching sessions when required.</li> <li>• Monitor the impact of the above through close communication with the Assistant Headteacher and Heads of Year.</li> <li>• Work with identified students on ‘short term cycles’ as directed by the Heads of Year and Assistant Teacher.</li> <li>• Plan and deliver tailored sessions for the KS4 students on the ‘short term cycles’ as advised by the Heads of Year on a half termly basis.</li> </ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li> <li>• To ensure that all students have equal access to opportunities to learn and develop</li> <li>• To contribute and support the overall ethos, work, aims and policies of the school.</li> <li>• To appreciate and support the role of other professionals</li> <li>• To attend relevant meetings as required.</li> <li>• To participate in training and other learning activities and performance development as required</li> <li>• To accompany teaching staff and students on visits, trips and out of school activities as required</li> <li>• To undertake First Aid training as required</li> </ul>

	<ul style="list-style-type: none"><li>• Ensure high standards of professional appearance in line with the school's dress code</li><li>• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines</li><li>• To undertake other tasks commensurate with the scale and responsibilities of this post.</li><li>• Ensure high standards of professional appearance in line with the school's dress code</li></ul>
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