

JOB DESCRIPTION

DEPARTMENT: Success Centre

JOB TITLE: Learning Support Practitioner

POST RESPONSIBLE TO: SENCO

POST GRADE: OAT Grade 1(Point 3): FTE £24,796
Actual Salary: £18,734.32
32.5 hours per week
Term time only

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PURPOSE OF THE POST

To provide support to teachers in the preparation of teaching and learning materials. Also, to provide learning support to students working in the classroom in collaboration with subject teachers to enable them to continue to access mainstream

<p>Teaching and Learning</p>	<p>Provide learning activities for individuals and groups under the direction of the teacher, differentiating and adapting programmes to suit the needs of allocated pupils.</p> <p>Plan and evaluate specialist learning activities with the teacher.</p> <p>Provide specialist support e.g. SEN, EAL or in a particular learning area.</p> <p>May provide short term cover supervision of classes.</p> <p>May be involved with organising and implementing individual development plans for pupils e.g. IEPs, including attending reviews.</p> <p>May be required to support in Internal Exclusion and/or Reflect.</p> <p>Provide supervision of the academy homework club.</p>
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Resources	<p>Select and adapt appropriate resources/methods to facilitate agreed learning activities.</p> <p>May maintain and monitor stocks/supplies.</p>
Exams, educational visits and other supervision	<p>May invigilate exams and tests.</p> <p>May assist escorting pupils on educational visits.</p> <p>May assist with break time supervision including facilitating games and activities.</p>
Personal and welfare support	<p>May assist pupils with dressing, hygiene and eating whilst encouraging independence.</p> <p>May guide and support pupils in their personal, emotional and social development.</p>
Systems, policies and procedures	<p>Contribute to maintaining a safe environment.</p> <p>Responsible for the careful and safe use of equipment.</p>
Team involvement	<p>May occasionally support, advise and/or monitor less experienced teaching assistants, students, volunteers.</p> <p>Attend all team briefings and training sessions.</p>
Building professional relationships	<p>Establish and maintain relationships with families, carers and other adults e.g. therapists.</p> <p>Exchanges information with staff and parents/carers.</p>
Record keeping and information management	<p>Assess, record and report on the development, progress and attainment as agreed with the teacher.</p> <p>Monitor and record pupil responses and learning achievements.</p> <p>Write reports and records confidential pupil data as required.</p> <p>Maintain a daily log of work undertaken, students supported and timetable followed.</p>
Problem solving and decision making	<p>There is a need to interpret information and situations and to solve varied problems and develop solutions.</p>

<p>Knowledge, skills and experience</p>	<p>NVQ level 3 in related area or equivalent or equivalent experience.</p> <p>Maths and English C or equivalent Level 2</p> <p>Competent in the use of ICT in all aspects of the role.</p> <p>Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area.</p> <p>Curriculum knowledge and experience to support and lead learning activities.</p> <p>Knowledge and compliance with policies and procedures relevant to health and safety and child protection.</p>
<p>Physical demands and working conditions</p>	<p>May be required to stand for long periods and or work in awkward positions e.g. low chairs.</p> <p>Some exposure to unpleasant conditions e.g. noise, outdoor working.</p>

The post holder may be required to carry out any other duties, commensurate with the grade and skills of the post, as directed by the Line Manager/Principal.