



Compass Point Primary School Job Description

JOB TITLE Level 2 Learning Support - ASC Resource Base Provision

GRADE NJC Scale Point 4-5

MANAGED BY Resource Base Leader

Purpose of the Job

To provide support for learning activities by children, within the resource base provision, on an individual or group basis, under the general direction of the teaching staff and line manager.

Key Job Outcomes

1. Support for children's learning

Under the guidance of the teaching staff, provide direct support for the learning of individual children or groups of children with special educational needs, to achieve defined progression targets in a child's individual education plan, education health and care plan and in class plans through

- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
- facilitating children's general physical, emotional and social educational development
- supervising and encouraging safe behaviour of individual and groups
- reinforcement of structured learning habits
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2. Support for the learning environment

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, learning materials, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to

- facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the development, monitoring, reviewing and progression of childrens' learning plans
- support assessment processes, following procedures and under supervision

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by

- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress, identifying possible solutions, to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner
- contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers

General Accountabilities

A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users.

These are defined in the Trust Health, Safety and Welfare policy, school policies and codes of practice.

B. Work in compliance with the Codes of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities

C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Date of Job Description: SEPT 2023