



## **Compass Point Primary School Job Description**

JOB TITLE                      Level 3 Learning Support

GRADE                              NJC 15-18

MANAGED BY              Key Stage Leader

### **Purpose of the Job**

To provide support for learning activities and the social / emotional development of children on an individual or group basis, under the general direction of the class teacher and line manager

### **Key Job Outcomes**

- To complement the professional work of the teachers by taking responsibility for agreed learning activities, play, social / emotional development of children under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Provide outreach guidance and support to teachers and other learning support assistants within the school
- Enhance parents' understanding of different education and play strategies at school and through home support

### **Key Roles and Responsibilities**

- Support high quality teaching and learning of individuals and groups of children under the leadership of the teacher
- Assist with collaborative approaches to team planning of provision across the school
- Assist with the development and implementation of Individual Education/Behaviour plans Health Care plan and Intimate Care plans.
- Promote the inclusion of all pupils to maximise their opportunities to learn and thrive, supporting the school's vision of inclusion and integration
- Monitor and evaluate pupil learning through a range of assessment and monitoring strategies against predetermined learning objectives.
- Give objective and accurate feedback to staff on pupils' achievements, progress and other matters, ensuring that appropriate evidence is available.
- Be responsible for keeping and updating records as agreed with other staff, contribute to the systems/records review as required. Assist with developing and operating development strategies in this field.

- To promote well-being and independence for all pupils by encouraging relationships based on mutual respect and developing independence, self-reliance and self-esteem
- To actively build, develop and nurture positive relationships with the families of the pupils
- To use relationship based attachment to support children in accordance with the school's relationship and behaviour policy and systems of the school
- To support the development of enabling environments for all children
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Supervise the toileting of children and any intimate care
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Be responsible for supervising the class in the absence of the teacher with another member of support staff for short periods throughout the day
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work with other agencies such as speech and language, educational psychologists and therapists to plan, appraise and adapt materials and learning activities as necessary.
- To have sound knowledge of the Early Years Curriculum, Special Educational Needs and Disability Code of Practice

### **General Accountabilities**

- 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.
- Work in compliance with the Code of Conduct, Regulations and Policies of the Trust, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

**Date of Job Description:** February 2025