

Post: Learning Support Professional

Location:	Ormiston Bridge Academy, Finlay Street, London SW6 6HB
Salary:	Grade 4, Point 11 - 14 (£33,868.00 - £35,372.00 FTE) Pro-Rated Salary for working Term Time only is £29,133.32 - £30,452.27 Full Time Equivalent
Status:	Permanent
Responsible to:	Principal
Hours:	37 hours a week, Term Time only

Main purpose of the job

To work with teachers, support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Main duties and responsibilities

Support for Learners and Families

- Work alongside schools, learners and families in the early identification of learners at risk from exclusion. Developing appropriate strategies to prevent exclusion.
- Develop and implement IEPs
- Promote the inclusion and acceptance of all learners within the classroom
- Support learners to manage their behaviour consistently whilst recognising and responding to their individual needs in order to meet or exceed learning expectations
- Encourage learners to interact and work co-operatively with others and engage all learners in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to learners in relation to progress and achievement
- Conduct home visits when required

Teaching and Learning

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff
- Provide classroom support in the teacher's absence for short periods of time.
- Support pupils to understand instruction
- Support independent learning and inclusion of all pupils.
- Support the teacher in behaviour for learning and keeping pupils on task.
- Supporting pupils learning through play
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting relationships with self, other and the curriculum
- Support the delivery of exams and other summative assessments
- Support or deliver learning activities within an agreed system of supervision, adjusting activities according to learner responses/ needs
- Deliver learning interventions as required e.g. literacy, speech and language, behaviour, PSHE and social/circle time

Support for Schools & Partner Institutions

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, quality assurance, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ work/ aims of the organisation
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the lead professional, to support achievement and progress of learners
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, safe touch policy, positive behaviour policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty

Resources

- Prepare and clear up the learning environment including displays and the presentation of pupil's work
 - Photocopying, filing and preparing resources for lessons as directed by the teacher
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Exams, educational visits, enrichment and other supervision. May invigilate exams and tests.

- Assist escorting pupils on educational visits
- Support enrichment activities
- Will assist with break time, lunch time supervision including covering reception or facilitating games and activities.

Personal and welfare support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence
- Supporting pupils emotional and social well-being, reporting any problems to the teacher
- To take reasonable care for his/ her own health and safety and any other person(s) who may be affected by his/ her acts or omissions at work, in accordance with Health & Safety legislation

Systems, policies and procedures

- Contribute to maintaining a safe environment
- Responsible for the careful and safe use of equipment Team involvement
- May demonstrate own duties to new or less experienced staff

Building professional relationship

- Communicates with pupils to support learning and development and encourage acceptable behaviour
- Exchanges information with staff and parents/carers

Record keeping and information management

- Record basic pupil data and providing feed back to the teacher
- Problem solving and decision making
- Identify straight forward solutions to simple problems and minimal personal initiative required

Knowledge, skills and experience

- NVQ or GCSE level 2 in Maths and English as a minimum plus any related area or equivalent or equivalent experience
 - IT and keyboard skills
 - Knowledge and compliance with policies and procedures relevant to health and safety and child protection
 - First aid (training will be provided)
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Physical demands and working conditions

- May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- Some exposure to unpleasant conditions e.g. noise, outdoor working

DBS

- An Enhanced Disclosure and Barring check will be a requirement of the post

Person Specification

Attributes tested by Application, Interview, Task and References Qualifications & Experience	Essential - E Desirable - D
<p><u>Qualifications</u></p> <p>Excellent numeracy/literacy skills – equivalent to level 2 in English and Maths E</p> <p>Training in relevant learning strategies e.g. literacy programmes D</p> <p>Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT D</p> <p><u>Experience /Knowledge & Understanding</u></p> <p>Experience of working with children of relevant age in a learning environment E</p> <p>Can use ICT effectively to support learning D</p> <p>Proven ability to communicate effectively both verbally and in writing E</p> <p>Full working knowledge of relevant polices/codes of practice/legislation E</p> <p>Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies D</p> <p>Good understanding of child development and learning processes D</p> <p>Understanding of statutory frameworks relating to teaching D</p> <p>Good organisational skills including the ability to set and manage priorities E</p> <p>Ability to support colleagues E</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others E</p> <p>Ability to relate well to children and adults E</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these E</p> <p>Demonstrate a commitment to the protection and safeguarding of children and young people E</p>	

Attributes tested by Application, Interview, Task and References Qualifications & Experience	Essential - E Desirable - D
<p><u>Equal Opportunities</u> Commitment to the implementation of the Trust's equal opportunities policy E</p> <p><u>Continuing Professional Development</u> Willingness to undertake additional training/ staff development as appropriate E</p> <p>Ability to reflect on your own professional practice E Being willing to undertake first aid training and act as a first aider within the school as required E</p> <p>Other</p> <p>UK Driving License D</p>	