



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



LEARNING SUPPORT OFFICER

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Learning Support Officer

Supported by: SENCO

Liaising with: Other LSO/As, subject staff and pastoral staff as appropriate

Job Purpose:

- To work with individual students or small groups of students with learning/behaviour difficulties.
- To assist classroom teachers to create a safe and positive learning environment.
- To assist in the negotiation and implementation of individual education plans (IEPs).
- To develop and foster positive working relationships with students, teaching staff, other professionals and parents/carers.
- To cover lessons where necessary.
- To be part of a duty team.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Main Duties:

Catholic Ethos

- To ensure that the work fully supports the school's distinctive ethos and mission.

Operational/Strategic Planning

- To report regularly to the SENDCO, subject and pastoral staff on the progress of individual students.
- To attend meetings and provide written reports on the implementation and evaluation of students' IEPs.
- To attend full staff meetings as required.

Enhancing Own Knowledge, Skills and Understanding

- To become familiar with a range of strategies for supporting the development of individual students.
- To keep up-to-date with local, county and national developments and initiatives related to learning support.

Professional Development and Raising Awareness

- To be an active member of the school's support team.
- To work with relevant staff to identify and address the needs of students.
- To liaise with subject staff in the planning of material to support students with learning difficulties.
- To develop appropriate differentiated resources to enhance the learning of students with learning difficulties.
- To participate fully in professional development initiatives.

Curriculum and Extra-Curricular Provision

- To support departments in developing/revising schemes of work for students or reidentified.
- To contribute to the schools implementation of Homework and After-school Clubs.

JOB DESCRIPTION

Sharing Information

- To gather information from staff at all levels and ensuring its efficient exchange both within the school and with other institutions / external agencies, as necessary.

Support and Monitoring

- To liaise with others involved in supporting individuals' learning.
- To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals.
- To support students' social and emotional needs.
- To foster good relationships and liaison with parents/carers.

Management of Information

- To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.

Communication

- To ensure effective communication/consultation as appropriate with the parents/carers of students.

Additional Duties

- To carry out duties as appropriate to the position of a LSO.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal and/or Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The successful candidate has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	Minimum of 5 A* - C GCSE's (or equivalent) including English and Maths	A, R
FAITH COMMITMENT	E2	Sympathetic to the ethos of a Catholic School	A, R
EXPERIENCE	E3	Experience of working within an educational or care setting with adults or young people and a willingness to work in their home environment if needed	A, I, R
	E4	Experience of or willingness to train	A, I, R
PROFESSIONAL SKILLS	E5	Ability to communicate effectively both orally and in writing	A, I, R
	E6	Good planning and organisation skills	A, I, R, T
	E7	ICT literate	A, I, R, T
	E8	Team Skills	A, I, R
	E9	Ability to deal with challenging behaviour, calmly	A, I, R
	E10	Ability to act on own initiative	A, I, R
	E11	Ability to motivate and encourage students	A, I, R
	E12	Ability to observe and monitor progress and maintain records	A, I, R
	PERSONAL QUALITIES	E13	Personal presence, enthusiasm and self-confidence
E14		Ability to find solutions	I, R
E15		Good attendance	I, R
E16		Integrity and sense of fair play	I, R
E17		Clear thinker	I, R
E18		Good sense of humour	I, R
E19		Smart appearance	I, R

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS	D1	Qualification in supporting Teaching and Learning	A, R
FAITH COMMITMENT	D2	Practicing Catholic	
EXPERIENCE	D3	Experience of working with 11-16 year old young people	A, I, R
	D4	Experience of working with students with learning difficulties or disabilities	A, I, R
	D5	SEND qualifications/experience	A, I, R

Key - Stage identified

AF	Application Form
T	Test
I	Interview
R	References



BISHOP HOGARTH

We are
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Thank you for your interest in our vacancy



www.bhcet.org.uk



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