



Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ

Headteacher: Mr. James Pilgrim

Job Description for Learning Support Advisor

Purpose of the role:

To work under the direct instruction of SENCO, HLTA, teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

Working under the guidance and instruction of the class teacher, take a leading role in the planning and evaluation of one or more specific learning activities or teaching programmes. Learning Advisors may be allocated to a specific subject.

Principal Responsibilities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- Support pupils to understand instructions, encourage independent learning and maximise the inclusion of all pupils including those with special needs;
- To complement the professional work of Senior Leadership Team/Teachers by assisting the delivery of learning objectives to children and young people as directed;
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils responses as appropriate;
- Administer routine tests and undertake routine marking of pupils' work.
- Assist in examinations by supporting individual students in accordance with exam board rules.
- Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support;
- Assist with the planning and preparation of activities and in the delivery of local and national initiatives;
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, by arranging/providing resources for lessons/activities as directed by the teacher;

- Participate in planning and evaluation of activities with the teacher, providing feedback on pupil progress and behavior;
- Provide feedback to pupils under the guidance of the teacher;



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Kents Hill Park School is part of the Kingsbridge Educational Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ.

Kents Hill Park School is committed to safeguarding children.

- Assist with the display of pupils' work and school displays;
- Assist with break/lunchtime supervision including facilitating games and activities;
- Assist with First Aid;
- Undertake Fire Warden duties;
- Assist with escorting pupils on educational visits and out of school activities;
- Support pupils in emotional well-being, reporting issues to the teacher when appropriate;
- To undertake any tasks as reasonably directed by the Headteacher or SENDCO;

Scope:

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children;
- Assist in the development of individual development plans for pupils (such as Individual Education Plans)
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant activity and assist pupils in their use;
- Monitor and manage stock and supplies for the classroom;
- Support the teacher/SEN Team in managing pupil behavior, reporting difficulties as appropriate;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions;

Work profile:

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when applicable;
- Encourage pupils to interact with others constructively and engage in activities led by the teacher/SEN Team;
- Undertake pupil record keeping and administrative support as requested;
- Gather/report information from/to parents/carers as directed;
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times;
- 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;
- Participate in training and other learning activities and performance development as required;
- Contribute to the overall ethos, work and aims of the school;



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- Attend relevant meetings;
- Maintain confidentiality at all times;
- Assist with school events.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.
- To adopt a professional attitude at all times.
- Establish productive relationships with pupils, acting as a role model and setting high expectations in encouraging pupils to be polite and respectful.
- Be aware and comply with all policies, particularly those relating to Safeguarding, Health and Safety, Confidentiality and Data protection.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school or the Trust HR Director.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.



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