JOB DESCRIPTION

Title of Post	Level 3 LSP (Learning Support Practitioner)
Grade and Range	Scale 3 SCP 5-6
Working Weeks	Term Time Only + 5 PD Days Holidays are not to be taken in term time.
Hours	35 hours per week
Post Status	Permanent
Accountable to	Assistant Head (Phase Leader), Headteacher
Main Location	Wrekin View Primary School and Nursery
Working Hours	8:30am – 4:00pm (Mon – Fri)
Lunch Arrangements	30 minutes unpaid (to be arranged on rota for staff cover)

Main duties and responsibilities:

Support for pupils

Use skills and knowledge to deliver particular learning support for pupils, including those with special needs, ensuring their safety and access to learning activities, both inside and outside the classroom including break times as required.

• Take an active engagement in the whole planning cycle of learning support and intervention programmes.

• Evaluate and keep records of pupils' progress and attainment of specifically delivered programmes /interventions.

• Use specialist knowledge/experience to support in the development and implementation of EHCP, approved school plans, behaviour plans and personal care plans. Provide pastoral support for pupils.

• Support pupils excluded from or otherwise not working to a normal timetable.

• Establish constructive relationships with pupils and interact with them according to their individual needs, acting as a role model and setting high expectations.

• Promote the inclusion and acceptance of all pupils within the classroom.

• Encourage pupils to interact with each other and engage in activities led by the teacher.

• Deliver pastoral support under guidance from Learning Mentors and behaviour coordinators.

• Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

• Supporting the general care, welfare and safety of pupils, caring for children who are sick/ soiled.

• Provide specialist knowledge and experience in specific areas of learning (e.g. SEN, Subject specific, pastoral care)

Support for teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Work with the teacher in lesson planning, evaluating and adjusting lesson plans/work/as appropriate.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed against predetermined learning objectives including providing objective and accurate feedback to teachers on pupil's achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems, records as required.
- Promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Always ensure the health and safety of pupils.
- Establish constructive relationships with parents/carers as agreed with the teacher within your responsibility and participate in feedback sessions/meetings with parents as directed.
- Administer routine tests and invigilate exams and undertake routine marking pupils' work.
- Provide some clerical support as required.
- Setting up equipment/materials under the direction of the class teacher.
- Making and maintaining teaching aids and equipment for example simple repairs of books and equipment.
- With class teachers ensure classrooms and other teaching areas are kept in a tidy state with equipment and materials correctly stored.

- Promoting a classroom environment in which all children feel valued and secure.

Support for school

• Act as cover supervisor for groups and classes of children as directed, either in emergency situations or a small proportion of contracted hours.
• 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 the appropriate person.
• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
• Contribute to the overall ethos, work and aims of the school.
• Appreciate and support the role of other professionals.
• Attend and participate in relevant meetings and required.
• Participate in training and other learning activities and performance development as required.
• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
• Accompany teaching staff and pupils on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher.
• Completing other tasks as and when required by the Head Teacher.

Other responsibilities:

- Awareness of school policies for communicating with parents and carers; policies for care and wellbeing of pupils; school's policy for confidentiality; policy and procedure for parents' access to teaching staff and Headteacher.
- Interacting appropriately and professionally with teachers and other colleagues and parents/carers.
- Contributing effectively to planning of joint actions within the team.
- Refer matters beyond competence and role to other professionals in school.
- Care for children in ways that have regard for their home values and practices, complying with parents' wishes.
- Reassure parents who express concerns about their children.
- Ensure that parents' requests to see a teacher are dealt with promptly.
- Pass on concerns about pupils to relevant people in the school.

Additional duties

- 30 minutes each day supporting children during lunchtime.
•To undertake First Aid training and deliver First Aid, when required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time.

Signed…… (Post holder)

Signed……..Headteacher

Date……..

An electronic copy of this document will be kept with your personnel records.