

JOB DESCRIPTION

Job Title	Learning Support Practitioner (Level 3)
Band/Job Group	Band D
Hours/Week	32.5 hours per week Term Time Only + 5 Teacher Training days
Thematic Area	Children & Young People's Service
Responsible to	Head Teacher/SENCO

Job Summary

- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities

1. Support to Pupils

Where appropriate taking charge of a group or class in an emergency situation under the direction and control of the Head Teacher, or other designated member of staff, for a period not greater than one working day.

Specialist language support to individuals/ groups where English is not the first language.

To maintain pupils' interests and motivation.

To support individual/group work across the curriculum to raise levels of achievement.

2. Support to School

Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).

Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.

To contribute to the development of, and maintain school policies and procedures.

Help school to develop more effective communication by acting as an interpreter/providing translations.

Preparation of rooms, equipment and displays.

Maintain school routine.

To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.

Support ethos of school.

Maintenance of safe environment.

3. **Support to Teachers**

Contact with parents as part of normal consultative and educational process, eg parents evenings.

To deliver pre-planned programmes of work.

Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.

Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.

To assist the teacher with supervision of pupils on school trips/visits.

Keeping materials and equipment in tidy/safe manner.

Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

Support the supervision of individuals/groups of pupils.

4. **Support with Curriculum**

To assist in the teaching of the curriculum.

Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.

Contribute to development of school policies and procedures as part of Key Stage team.

To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

Contribute to curriculum development as part of training days and at any ongoing review meetings.

Involvement in planning meetings.

5. It is your responsibility to carry out your duties in line with the trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You

should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

6. The post holder must at all times carry out his/her responsibilities with due regard to the trusts policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	NVQ Level 3 in Childcare, BETC or NNEB
Experience	<p>Experience of working with Primary/Secondary children</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p> <p>Knowledge and understanding of the Children Act</p>
Training	Willing to attend relevant training
Special Knowledge	An understanding of child development and appropriate levels of childcare

Circumstances	<p>Ability to work when the school is open (Term Time working)</p> <p>Willingness to work flexibly to meet the requirements of the post</p>
Disposition	<p>Ability to motivate individuals to perform effectively</p> <p>Commitment to working in partnership with parents</p> <p>Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.</p>
Practical and Intellectual Skills	<p>Able to communicate effectively (orally and in writing)</p> <p>Ability to use IT technology</p>
Legal Requirements	Enhanced DBS Clearance