

JOB DESCRIPTION

Job Title	Learning Support Practitioner (Level 3)
Band/Job Group	Band D
Hours/Week	32.5
Special Conditions	Term time plus 5 inset days
School	The Meadows School
Responsible to	Class teacher

Job Summary

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

Additional duties and responsibilities

1. Support to Pupils

- To facilitate the pupils development and skills in the use of resources including IT, where appropriate.
- To maintain pupils' interests and motivation.
- To support individual/group work across the curriculum to raise levels of achievement.
- Where appropriate taking charge of a group or class in an emergency under the direction and control of the Head Teacher, or other designated member of staff, for a period not greater than one working day.
- To escort pupils around school premises.
- To provide general pastoral care and welfare of pupils to include dressing, changing for activities, toileting and feeding as required.
- Provide specialist support to pupils in line with a Statement of Special Educational Needs (SEN), Education, Health and Care Plan (EHCP) or other planned provision.

2. Support to School

- 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.
- 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, e.g. 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 lunch time 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 contribute to the development of curriculum policies.
- 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 a Key Stage team.
- To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.
- Participation in working groups on curriculum matters.
- Contribute to curriculum development as part of training days and at any ongoing review meetings.
- Involvement in planning meetings.
- Attendance at staff meetings and appropriate training sessions as required
- Development and preparation of curriculum materials