

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

5. To participate in the operation of the School's Personal Performance Development Scheme.
6. It is your responsibility to carry out your duties in line with the Council'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 and the Equality Act 2010.
7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Note: The job description is not necessarily a comprehensive definition of the post.

The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the Learning Support Practitioner.

Issued by:
(HR Manager)

Date of issue:

Received by:
(Learning Support Practitioner)

Date received:

One copy of the job description should be retained by the Headteacher and one copy given to the post holder.

The Meadows School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

PERSONNEL SPECIFICATION

Job Title	Learning Support Practitioner (Level 3)
Band/Job Group	Band D
Hours/Weeks	32.5
School	The Meadows School
Responsible to	Class teacher

Qualifications	NVQ Level 3 in Childcare, BTEC, NNEB or equivalent
Experience	<p>Experience of working with children with SEN needs</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues, including safeguarding</p> <p>Knowledge and understanding of the Children Act</p>
Training	Willing to attend relevant training
Special Knowledge	<p>Able to demonstrate an awareness and understanding of the needs of SEN pupils across age ranges and phases</p> <p>Able to demonstrate an understanding of a variety of behavioural strategies is desirable</p>
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 e.g. attend parents evening</p>

Disposition	<p>Ability to work in a team</p> <p>Able to work on own initiative</p> <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> <p>Must be prepared to undertake duties relating to the welfare and personal hygiene of pupils including toileting and feeding</p>
Legal Requirements	Enhanced DBS check for Regulated Activity