

JOB DESCRIPTION

Job Title	Learning Support Practitioner (Level 3)
Band/Job Group	Band D – ESC63
Hours/Week	
Special Conditions	
School	
Responsible to	Head Teacher

Job Summary

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

Additional duties and responsibilities

1. Support to Pupils

Participation in the integration of children with special needs into the mainstream.

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 facilitate the pupils development and skills in the use of resources including IT.

To maintain pupils' interests and motivation.

Assisting pupils with dress/ changing for activities/ personal hygiene.

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

Care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around school premises/and take home.

Specialist support to pupils in line with a Statement of Special Needs or planned provision. (IEP/ISP)

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).

Advise and assist ethnic minority families.

Support to Head Teacher in the professional development and training of nursery nurse students.

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 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 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.

Repair and maintenance of books and equipment.

Development and preparation of curriculum materials.

5. To participate in the operation of the Council'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.

PERSONNEL SPECIFICATION

Job Title	Learning Support Practitioner (Level 3)
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Hours/Weeks	
School	
Responsible to	Head Teacher

Qualifications	NVQ Level 3 in Childcare, BETC or NNEB
Experience	Experience of working with Primary/Secondary children Knowledge and understanding of Equal Opportunities Knowledge of Health and Safety issues Knowledge and understanding of the Children Act
Training	Willing to attend relevant training
Special Knowledge	An understanding of child development and appropriate levels of childcare
Circumstances	Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post
Disposition	Ability to motivate individuals to perform effectively Commitment to working in partnership with parents Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices.
Practical and Intellectual Skills	Able to communicate effectively (orally and in writing) Ability to use IT technology
Legal Requirements	Enhanced DBS Check for Regulated Activity