

## Job Description: Learning Support Officer



**Job Title: Learning Support Officer – Grade 5, term time only + 5 days**

<b>Post Title:</b>	Learning Support Officer
<b>Allocated Person:</b>	
<b>Responsible to:</b>	Director of Learning
<b>Salary:</b>	Grade 5
<b>Hours:</b>	35 Hours

### Main purpose of the Job:

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom with students with Social, Emotional and Mental Health needs. (SEMH)
- To provide general support to the class teacher in the organisation and management of students and the classroom ensuring the appropriate support for each student dependant on their individual needs.
- To assist the teacher in creating and maintaining a purposeful and supportive learning environment for all students particularly helping to overcome barriers to learning including social, emotional and mental health needs.
- To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Main responsibilities and tasks:

#### Support for students

1. Under the specific supervision of the class teacher, to work with individuals and groups of students to deliver learning programmes considering SEND additional requirements.
2. To encourage students to interact with others and engage in activities led by the teacher, which may include participating in physical activities with the students.
3. To have knowledge of SEMH and being able to use appropriate programmes such as Team Teach.
4. To assist with the general pastoral care of the students, including helping students who are unwell, distressed or unsettled.
5. To assist in supervision at break times and mealtimes.
6. To take part in Annual Review Meeting/Multi-Agency meetings as required.

## **Support for the teacher**

1. To help prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the students in their use.
2. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
3. To assist in production of teaching materials and displays.
4. To provide feedback on students in relation to progress and achievement under guidance of the teacher. This may include feedback on student progress in meeting specific targets.
5. To be aware of the planning of work and activities.
6. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.

## **Support for the school**

1. To assist with the supervision of students out of lesson time but during the school day, within contracted hours as necessary for their safety.
2. To work in an environment where there is a varied intensity of demands from the students and where physical intervention may be needed to ensure the safety of the child or others.
3. To help plan, prepare and accompany teaching staff and students on visits, trips and out of school activities within contracted hours as required.
4. To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled and those experiencing emotional and behavioural difficulties.
5. To participate in training opportunities and professional development as required.
6. To adhere to school health and safety policy including risk assessment and safety systems.
7. To adhere to school policy on equality and diversity.

## **Support for the curriculum**

1. To assist with the development of basic literacy, numeracy and ICT skills and to support their use in learning activities.
2. To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

## **Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to the school health and safety policy including risk assessment and safety systems.
3. To adhere to school policy on equality and diversity.
4. To contribute to the overall ethos and aims of the school.

5. To appreciate and support the roles of other professionals.
6. Participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

**Note:** The Job Description outlines duties and responsibilities associated with this role and do not direct the particular amount of time to be spent on each task. Neither is this a limit to the tasks you may realistically be asked to complete.

## **Equal Opportunities**

East Riding of Yorkshire Council is pursuing equality in employment. If you have any special requirements regarding access to the building where your interview will be held, please do not hesitate to contact the person named at the top of this letter. Should you require the assistance of an interpreter or a British Sign Language translator, this service is also available.

## **Other clauses**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all school related matters.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks.

Signed: ..... Date:.....

(Employee)

Signed ..... Date .....

(Headteacher)