

**Learning Support Practitioner**

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| Post | **Learning Support Practitioner** |
| Responsible to | SENCO and Assistant SENCO |
| Contract and Salary | Grade 3 (£23,114 - £23,893 FTE) Actual Salary: £12,130 - £12,540  Part Time (22.5 hours per week - flexibility can be considered), Term time only, permanent. |
| Job Purpose | Provide support for students with SEN needs across the spectrum within the academy.  Able to advise and support LSA’s in a mentor/ buddy capacity where necessary |

Main Responsibilities

* Provide support for students with the four areas of need under the SEND code of practice.
* Plan, deliver and assess interventions to groups of students.
* Record the assessments for the intervention.
* Attend Parent Consultation events as appropriate for the students receiving intervention.
* Support the development of Learning Support Assistants in the department by coaching and mentoring.
* Take a leadership role within the department to support its smooth running to be negotiated with the Head of School.
* Completion of any requested Interim report information regarding the interventions running.
* Attend Departmental and LSP meetings as requested.
* Assist students in the use of resources including IT.
* Assist students with dress/changing for activities/personal hygiene.
* Assist with evac chairs and physio programmes.
* Support individual and group work assigned by the Learning Consultant to raise core skills.
* General support to students in line with an Education, Health and Care Plan or planned provision
* Deliver pre-planned programmes of work under the direction of a Learning Consultant such as Entry Level Maths.
* Assist in the assessment of students’ attainment and with the recording and monitoring of students progress
* Assist the Learning Consultant with the supervision of students on school trips/visits
* Liaise with Learning Consultants and other staff to obtain, exchange and record information on students in accordance with Academy policy
* Support the supervision of individuals/groups of students
* Attend appropriate training sessions as required
* Develop and prepare and/or assist in the preparation of resources and assist in identifying resources required
* Meet regularly with appropriate staff to evaluate, monitor and plan students progress
* With the Learning Consultants be responsible for the students at arrival and departure times
* Take responsibility for the care and welfare of students to include toileting and feeding as required
* Develop and maintain a positive working relationship with Learning Consultants, other professionals, and with parents/carers
* Observe and feedback to the Learning Consultant and SENCo/Assistant SENCO, both verbally and in written form.
* Help maintain students’ interest and motivation
* Provide specific breaktime and lunchtime supervision (as necessary)
* Other duties as may be appropriate to achieve the objectives of the post and Academy.

**Other**

* To participate in your own professional development activities and performance

management activities as required

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.
* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
* To embrace the Academy’s Pursuit of Excellence Programme.
* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.

The Mercian Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

**Notes:**

***Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.***

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**Person Specification**

Education, Training and Qualifications Essential Desirable

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| Educated to a good standard of education (Level 2 or above in English and Mathematics) management role | X |  |
| Knowledge of Microsoft packages including word, excel and PowerPoint | X |  |
| Degree qualification or specialist qualification in child care/Teaching Assistant qualification |  | X |

Experience Essential Desirable

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| Evidence of working in an education setting |  | X |
| Experience in working with students with Behaviour, Language and Communication difficulties along with Social and Emotional issues. Training will be given. |  | X |

Knowledge and Understanding Essential Desirable

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| Knowledge of the SEN Code of Practice | X |  |
| Knowledge of planning, delivering and marking interventions |  | X |
| Able to advise and support LSA’s in a mentor/ buddy capacity where necessary | X |  |

Skills Essential Desirable

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| Effective and adaptable ICT skills | X |  |
| Effective communication skills | X |  |
| Possesses energy, enthusiasm, resilience and perseverance | X |  |
| Ability to take responsibility and work on own initiative | X |  |
| Excellent planning and organisational skills | X |  |
| Necessary standard of spoken English as per Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates have the necessary standard of spoken English | X |  |
| The ability to produce correspondence/documents, appropriate for a specific audience and in well-written English, ensuring the tone is appropriate to the purpose | X |  |