Job Description for the Post of Learning Support Professional at Nightingale Community Academy

Job Purpose:

As a Learning Support Professional, you will work as part of a committed, multidisciplinary team to support the learning, emotional development and wellbeing of pupils with SEMH needs. You will help create a nurturing, safe and structured environment that promotes engagement, resilience and self-belief.

Key Responsibilities:

1. Supporting Learning and Teaching

- Support teaching and learning under the guidance of the class teacher and other professionals.
- Deliver small-group and 1:1 support to help pupils access the curriculum and build core skills.
- Help adapt learning materials and activities to meet pupils' individual needs and interests.
- Encourage pupils to develop independence, curiosity and pride in their achievements.
- Support pupils in developing routines, focus and motivation for learning.

2. Promoting Emotional Wellbeing and Behaviour for Learning

- Build strong, trusting relationships that provide pupils with emotional security and consistency.
- Support pupils in recognising and managing their emotions using appropriate strategies.
- Implement individual behaviour support plans and contribute to positive behaviour interventions.
- Model calm, respectful and restorative communication.
- Help pupils understand the impact of their behaviour and develop positive self-regulation skills.
- Contribute to creating a classroom atmosphere of mutual respect, inclusion and safety.

3. Supporting Personal and Social Development

- Encourage pupils to develop social skills, confidence and self-esteem through structured activities and interactions.
- Promote positive peer relationships and cooperative learning.
- Support social and emotional programmes, group work and mentoring sessions.
- Help pupils develop coping mechanisms, resilience and problem-solving skills for life beyond school.

4. Working Collaboratively

- Work closely with teachers, pastoral leads, therapists and external agencies to support pupil progress.
- Contribute to the development and review of individual education and behaviour plans.
- Communicate effectively with parents and carers to celebrate progress and discuss strategies for support.
- Participate in supervision, reflective practice sessions and professional development opportunities.

5. Safeguarding and Wellbeing

- Promote and safeguard the welfare of children and young people at all times.
- Maintain confidentiality and professional boundaries.
- Be aware of and follow all school safeguarding and child protection procedures.
- Contribute to maintaining a calm, safe and supportive school environment.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Nightingale Community Academy

Person Specification for the Post of Learning Support Professional

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSE (or equivalent) Grade 4/C or above in English and Maths	Essential
	Level 2 or 3 qualification in Supporting Teaching and Learning, Childcare, Youth Work, or equivalent	Desirable
	Training in behaviour management, de-escalation or Team Teach (or willingness to undertake)	Desirable
	First Aid qualification or willingness to complete training	Desirable
	Evidence of ongoing professional development	Desirable
Experience/Knowledge	Experience working with children or young people with Social, Emotional and Mental Health (SEMH) needs	Essential
	Understanding of how SEMH needs impact learning, behaviour and wellbeing	Essential
	Experience supporting learning in a school, alternative provision, or youth/community setting	Essential
	Awareness of safeguarding and child protection procedures	Essential
	Experience contributing to individual behaviour or support plans	Desirable
	Knowledge of trauma-informed, restorative or attachment-aware approaches	Desirable
	Understanding of the SEND Code of Practice and the role of support staff in meeting EHCP outcomes	Desirable
Skills & Abilities	Ability to build positive, trusting relationships with pupils, staff and families	Essential
	Ability to use a range of strategies to support engagement, learning and emotional regulation	Essential
	Strong communication skills, both verbal and written	Essential
	Ability to work effectively as part of a multidisciplinary team	Essential
	Ability to adapt learning materials and activities to meet individual needs	Desirable
	Competent in maintaining accurate records and contributing to pupil progress reports	Essential
	Ability to remain calm, patient and resilient in challenging situations	Essential
	Reflective and committed to professional development	Essential
Personal Attributes	Empathetic, patient and emotionally resilient	Essential
	Committed to inclusion, equality and the school's values	Essential
	Reliable, flexible and able to use initiative appropriately	Essential
	Positive and proactive attitude towards supporting vulnerable young people	Essential
	Passionate about improving life chances for pupils with SEMH needs	Essential
	Sense of humour and ability to build rapport with pupils	Desirable
	Reflective, self-aware and open to feedback and learning	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description and Person Specification is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references prior to interview as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.