

## JOB DESCRIPTION

### Learning Support Worker

**Responsible to: Team Leader**

**Grade: G6 Pt 8 – 13 £19,469 - £21,325**

**Hours: 37 Hours per week, Term Time only plus 5 days per annum**

#### 1.2 Main Purpose of Job

- To support student's learning and positive learning behaviour in lessons
- To support student's learning and positive behaviour in breaks and activity times
- To provide individual support and 1:1 interventions where identified
- To play a key part in the planning and delivery of individual student programmes and to contribute to other extended curriculum activities.
- To fully contribute to the staff team's and Meadowbrook's collective responsibility to secure outstanding outcomes for all students
- To follow Meadowbrook College procedures in safeguarding and child protection
- To be a key worker for a small number of students and be the link between home and school for these students

#### 1.3 Main Duties

##### With students:

- To act as a positive role model, maintaining the highest professional and personal standards, in order to encourage positive behaviour and thinking in all students.
- To work alongside teachers and other staff to support student learning during lessons and activity sessions.
- To supervise the work being undertaken by individual or small groups of students, some of whom might be deemed to be at risk and may have challenging behaviour.
- To supervise students from arrival to leaving, through all break times.
- To deliver elements of the core curriculum under the guidance of teaching staff.
- To take joint responsibility, with identified lead staff, the planning, delivery and evaluation of extension curriculum sessions
- To support strategies to maintain high attendance for the students and take action when non-attendance occurs.
- To take part in supporting students during off-site activities, visits and trips including outdoor pursuits/residential education opportunities.
- To ensure that all people involved in any session are supervised and safe.
- To assist in all student assessments, reviews and reporting.
- To promote an effective 'learning partnership' between students, parents/carers and Meadowbrook College by undertaking direct and regular liaison with parents/carers.
- To be committed to safeguarding, child protection and promoting the welfare of children and young people by following Oxfordshire County Council & Meadowbrook College procedures for safeguarding and child protection.

##### With parents:

- To be the main link between home and school for a small group of key students
- To complete home visits, as appropriate, to discuss and review student's progress

##### As a professional Meadowbrook Team member:

- To actively promote Meadowbrook restorative principles and practices.
- To attend all staff meeting/briefings, training sessions and other meetings as necessary.
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy.
- To participate in the Meadowbrook College Performance Appraisal Scheme for staff.
- To undertake relevant professional development and training where and when necessary
- To undertake any other duties commensurate with the post as directed by the Headteacher

**Person Specification**  
**Learning Support Coach**

	Essential	Desirable
<b>Experience</b>		
Experience of working with children and or young people in either youth work or school settings (primary and secondary aged)	✓	
Experience of working with disaffected challenging and vulnerable young people		✓
Experience or understanding of work in a multi-racial diverse community and some knowledge of strategies to tackle issues of equality whilst promoting social justice		✓
<b>Knowledge</b>		
Knowledge of basic computer functions and word processing	✓	
Understand the importance of positive role modelling	✓	
<b>Skills/Abilities</b>	✓	
Ability to build positive relationships with young people, their parents and work closely with individuals and organisations	✓	
Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms	✓	
Ability to work as a team member with a structured, organised approach to work	✓	
Ability to employ strategies to improve a young person's self-esteem and self-worth through a co-ordinated programme	✓	
Ability to offer a specific skill that can further enhance the personal development of our students		✓
Committed to safeguarding, child protection and promoting the welfare of children and young people	✓	
<b>Qualities</b>		
Achievement of, or working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification		✓
GCSE Maths and English (Grade C or above)	✓	
Current driving licence, business insurance and willingness to use own car to transport students	✓	