

**St Anne's Infants' School**

JOB TITLE	Level 3 Learning Support
GRADE	Bristol Grade 7
MANAGED BY	Year group or Key stage leader

**Purpose of the Job**

To provide support for learning activities and the social / emotional development of children on an individual or group basis, under the general direction of the line manager

**Key Job Outcomes****1. Support for children's learning**

Following work plans approved by the teaching staff, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression targets in a child's individual education plan and in class plans through

- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
- developing the physical, emotional and educational development of children
- supervising and encouraging safe behaviour of individual and groups
- analysis of achievement to develop reinforcement of structured learning habits

which meets defined targets for accessing the curriculum as set by the line manager

**2. Support for the learning environment**

Develop work plans, following guidance from the teaching staff, and prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to provide an effective learning environment as determined by the teacher to

- promote the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the development, monitoring, reviewing and progression of children's learning plans
- support invigilation and assessment processes, recording, keeping and retrieving accurate records and following defined procedures
- assist in the supervision of the work of support staff colleagues / placement students, as required and defined by the line manager, to develop continuity and consistency in the work of the support team

which achieves the attainment of standards in learning progress by the school required by the Head and Governors, the LA and the Office for Standards in Education [OFSTED]

### **3. Care and support for children**

Attend to the day to day needs of children, inside and outside the classroom, by

- provision of personal, social, hygiene, welfare and behaviour support
- intervention to promote the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children and groups, following defined procedures, and liaising with colleagues to create and retrieve accurate records to provide the basis for home/school liaison & contacts with other agencies
- reporting concerns about progress, identifying solutions, to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programed
- carrying out specified medical care procedures following direct specific training by a qualified practitioner
- assisting with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers to promote the social, emotional and behavioural standards defined by school and LA policies and procedures.

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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards