

JOB TITLE	Level 2 Learning Support
GRADE	CST Scp 6-7
MANAGED BY	Head Teacher and Assistant Headteachers

### 1. Purpose of the Job

To provide support for learning activities by children on an individual or group basis, under the general direction of the line manager

### Key Job Outcomes

### 2. Support for children's learning

Under the guidance of 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
- facilitating children's general physical, emotional and educational development
- supervising and encouraging safe behaviour of individual and groups
- reinforcement of structured learning habits which meets defined targets for accessing the curriculum as set by the line manager

### 3. Support for the learning environment

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to

- facilitate 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 childrens' learning plans
- support invigilation and assessment processes, following procedures and under supervision
- which promotes the attainment of standards in learning progress by the school required by the Head and Governors, the LEA and the Office for Standards in Education [OFSTED]

#### **4. 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
- awareness of the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress, identifying possible solutions, to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner.
- contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers

#### **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 Cathedral Schools Trusts and Stoke Park Primary Schools Health and Safety Policy and codes of practice.
- B. Work in compliance with the Employment Manual, Codes of Conduct, Regulations and policies of Cathedral Schools Trust, 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