United Endeavour Trust

January 2023

**JOB DESCRIPTION – Learning Support Practitioner**

**Name:**

**POST GRADE/SALARY:** Grade 5

**1.0** **JOB TITLE AND PURPOSE:** **Learning Support Practitioner**

To work under the guidance of the SEND Lead and the class teacher, to provide support in addressing the needs of pupils who need particular help to overcome barriers of learning.

**2.0 WORKING HOURS**

35 hours per week – Term time plus 6 INSET

**3.0** **LINE MANAGEMENT:**

**Responsible to:**  SEND Lead

**4.0 DUTIES AND RESPONSIBILITIES:**

**4.1 Support for Pupils**

* Support provision for pupils with additional needs.
* Support assessment of pupils and discuss with senior staff.
* In conjunction with the teacher/SENCO/SEND Lead the development and implementation of individual Education and plans.
* Provide 1:1 mentoring for pupils and provide support for distressed pupils under the guidance of the SENCO/ SEND Lead.
* Under the direct guidance of senior staff implement and provide support to pupils in relation to their individual needs ( e.g. daily exercise programme)
* Provide feedback to pupils and teachers in relation to progress, achievement, behaviour, attendance etc.
* To contribute to raising standards by ensuring high standards as promoted for pupils.

**4.2 Support for the Teacher**

* Support pupils’ access to learning using appropriate strategies, resources etc.
* Report back to senior staff pupil responses in order that learning activities may be adjusted as appropriate.
* Monitor and evaluate pupils’ responses and progress against action plans through observation and planned recording.
* Contribute to the teacher’s recording and reporting of pupils’ achievement, progress and other matters. On request gather appropriate evidence.
* Assist on keeping records and evidence of learning as agreed with support from senior staff.
* Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies.
* Establish constructive relationships with parents/carers and exchange information.
* Co-ordinate and organise pupils attending extra-curricular activities/work experience or other out of school activities under guidance of SENCO/teacher.

**4.3 Support for the Curriculum**

* To provide support in literacy/numeracy/SEN strategies.
* Assist with providing access arrangements for pupils taking internal and external tests and exams.
* Work with small withdrawal groups or individuals, under the direction of a teacher.
* Be aware of the need for different teaching and learning approaches that support pupils’ access to learning.

**PART TWO: PERSONAL AND PROFESSIONAL CONDUCT**

**5.0 A Learning Support Practitioner is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

• A Learning Support Practitioner upholds public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.

• A Learning Support Practitioner must have proper and professional regard for the ethos, policies and practices of the academy in which they work, and maintain high standards in their own attendance and punctuality.

* A Learning Support Practitioner must have an understanding of, and always act within, statutory frameworks.

**PART THREE: OTHER**

**6.0 Appraisal**

* To participate in arrangements agreed at United Endeavour Trust for the appraisal of his/her performance and the development identified.
  1. **Policies**
* To understand and comply with all school policies.
* To take all reasonable steps to ensure that Health and Safety requirements are observed, both on the academy premises and elsewhere
* With reference to the Trust’s Mental Health Policy, all staff have the responsibility to promote the mental health of staff, students and colleagues. Any member of staff who is concerned about the mental health or wellbeing of a student or member of staff should speak to the mental health lead in the first instance.

**6.2 General Terms**

* The above responsibilities are subject to the general provision of the appropriate conditions of service document and any other interpretation as discussed with the non-teaching association.
* All job descriptions are subject to change as the needs of the trust changes.
* All support staff will undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility of the role.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder

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