

JOB DESCRIPTION

Job Title:	Learning Support Worker
School:	Carr Manor Community School
Pay Range:	B3
Responsible to:	SEND Team Manager

Role:

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties:

1. To supervise and manage groups of pupils in learning environments and to provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. To establish constructive relationships with pupils and interact with them according to individual needs
4. To promote the inclusion and acceptance of all pupils
5. To encourage pupils to interact with others and engage in activities led by the teacher
6. To set challenging and demanding expectations and promote self-esteem and independence.
7. To provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

9. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. To assist with the planning of learning activities
11. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed
12. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
13. To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
14. To establish constructive relationships with parents/carers
15. To administer routine tests and undertake routine marking of pupils' work.
16. To invigilate exams and provide one to one invigilation support to Access Arrangement pupils as needed.
17. To provide clerical/administrative support - photocopying, typing, filing, money, administer coursework.
18. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
19. To undertake programmes linked to local and national learning strategies - literacy, numeracy, KS2-4, early years and recording achievement/progress.
20. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
21. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
22. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
24. To contribute to the overall ethos/work/aims of the school.

25. To appreciate and support the role of other professionals.
26. To attend and participate in relevant meetings as required.
27. To participate in training and other learning activities and performance development as required.
28. To assist with the supervision of pupils out of lesson times, including before and after school, lesson changeover and at break and lunchtime.
29. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Other duties:

- 5.1 To actively promote and foster links with parents/carers and to encourage parents/carers to take an active responsibility for their child's learning.
- 5.2 To support the Team Manager in establishing effective links with partner schools and wider community.
- 5.3 To actively promote the development of effective links with external agencies and with other schools.
- 5.4 Along with the Team Manager and colleagues to actively plan and participate in celebrating successes in the department, both internally, within the school and into the wider community.
- 5.5 To be a coach and to play a full part in promoting the school ethos.
- 5.6 To act as (when required) a personal mentor for specified pupils.
- 5.7 To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

General duties:

- To undertake ad hoc duties as may be required by the Principal and / or Senior Leadership Team from time to time, for example exam invigilation.
- To photocopy documentation as required maintaining GDPR requirements at all times.
- To adhere to school policies and procedures.

We expect all our staff to:

- Be a coach to a small group of pupils.
- Support and uphold the school ethos.
- Commitment to the school's restorative and relational practice.
- Play a role in the implementation of the School Development Plan, through departments' input.
- Display commitment to the protection and safeguarding of children and young people.
- Adhere to Safeguarding and Child Protection policies, e.g. Guidance to Safer Working Practice, Keeping Children Safe in Education, Whistle Blowing, Registration, etc.
- Continue their personal development.
- Participate in school events (occasionally on evenings and weekends)
- Support duties during the school day
- Participate in Flexible learning activities

Any Special Conditions of Service:

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

Term time working plus additional days. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed: _____

Date: _____