# Job Advertisement

### Children’s Directorate

### St. Mary’s Catholic Primary School

### Learning Support Officer

### 21 hours per week - Term time

The Governors of St. Mary’s Catholic Primary School wish to appoint a talented, enthusiastic, caring and conscientious Learning Support Officer to work in a highly motivated, friendly teaching team. The role will involve working closely with teachers, in a spirit of excellent teamwork, to provide high quality support for groups of learners and for individuals within a strong Catholic ethos.

The successful candidate will, primarily (although not exclusively), provide essential support within the Foundation Phase setting.

You will be qualified to at least NVQ Level 3 or equivalent and have good experience of working with children in a school environment.

**This post requires a criminal records check through the Disclosure & Barring Service (DBS)**

**Closing Date: Thursday February 7th 2019 at 12 midday.**

**Please Note: Completed CES application forms (available at http://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms) should be returned directly to the school by 12 midday on the date above; by e-mail to** [**admin.stmarys@bridgend.gov.uk**](mailto:admin.stmarys@bridgend.gov.uk) **or by post to:**

**The Headteacher,**

**St. Mary’s Catholic Primary School,**

**Llangewydd Road,**

**Bridgend. CF31 4JW**

**Job Description**

DIRECTORATE:                 Education & Family Support

**DEPARTMENT:**                  School

**POST:**                                 Learning Support Officer

**GRADE OF POST:**GR06

**RESPONSIBLE TO:**           Headteacher

**JOB PURPOSE:**

Under the instruction of teaching/ relevant staff undertake a range of support programmes to enable access to learning for students/ pupils and to assist the teacher in the management of pupils in the learning environment.

To fully support the Catholic ethos of the school at all times.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* Supervise pupils during and between lessons providing specific care to those pupils with special / additional needs - ensuring pupil safety and access to learning activities.
* Undertake structured and agreed learning activities, adapting or modifying to enable pupil access to learning.
* Contribute to the planning and evaluation of learning programmes.
* Create and maintain a purposeful, orderly and supportive environment.
* Monitor pupils’ responses to learning and provide feedback to teachers on achievement, progress, problems etc.
* Assist with the supervision of pupils out of lesson times to include lunchtime and playtime.
* Promote inclusion and acceptance of all pupils.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Corporate%20Health%20and%20Safety%20Policy%20June%202017.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children’s Safeguarding Assessment Team.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

# Person Specification

# Learning Support Officer

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

| Attributes | **Requirements** | **Essential** | **Method of Evaluation / Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * NVQ level 3 for Teaching Assistants or equivalent or demonstrable experience. * Registration with the Education Workforce Council. * First Aid training (or willingness to undertake). | (√)  (√)  (√) | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * Experience of working with Foundation Phase children in a school environment. * Knowledge of the Foundation Phase Skills-based curriculum. * Experience of supporting pupils whose first language is not English * Experience of supporting pupils with SEN | (√) | Interview, application form and references. |
| **Skills & Personal**  **Qualities** | * Able to work independently and as part of a team. * Ability to communicate clearly and effectively with both children and adults. * Ability to demonstrate good organisational skills. * Ability to work flexibly. * Good literacy, numeracy and ICT skills * Ability to communicate through the medium of Welsh. * Sympathetic to the Catholic ethos of the school and possess an understanding of the nature of Catholic education. |  | Interview, application form and references. |