

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.

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.
- Participate in any training and development activities in order to maintain own professional training or to enhance competence within job role.
- Undertake any duties and responsibilities commensurate with the grade of the post.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

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 Team or Children's IAA Service within MASH.

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 Check

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

Person Specification
Learning Support Offices

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	<ul style="list-style-type: none"> • NVQ level 3 for Teaching Assistants or equivalent or demonstrable experience. • Registration with the Education Workforce Council. • First Aid training (or willingness to undertake). 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working with children in a school environment of all ages, • Specific experience of working within Early Years • Knowledge of the new curriculum • Experience of supporting pupils whose first language is not English. • Experience of supporting pupils with SEN 	Yes	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Good literacy and numeracy and ICT skills. • Able to work independently and as part of a team. • Ability to communicate clearly and effectively with both children and adults. 		Interview, application form, and selection process.

	<ul style="list-style-type: none">• Ability to demonstrate good organisational skills• Ability to work flexibly.• The ability to communicate through the medium of Welsh	Yes	
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