



## **Job Description**

**Job Title:** Learning Support Practitioner 3  
**Salary:** Grade 4  
**Responsible to:** SENDCO

### **VISION AND PURPOSE**

To provide classroom support to pupils under the direction of the teacher and provide intervention to address underachievement and lack of progress.

### **RESPONSIBLE FOR**

#### **Support to Pupils**

- Participation in the integration of children with special needs into the mainstream.
- Where appropriate taking charge of a group or class in an emergency situation under the direction and control of the Principal, or other designated member of staff, for a period not greater than one working day.
- To facilitate the pupils' development and skills in the use of resources including IT.
- To maintain pupils' interests and motivation
- To work particularly with underachieving boys, and those that present with more challenging behaviours.
- To support individual/group work across the curriculum to raise levels of achievement.
- Care and welfare of pupils.
- Escorting pupils around school premise.
- Specialist support to pupils in line with an EHCP or planned provision.

#### **Support the Centre**

- Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).
- Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To contribute to the development of, and maintain, Academy policies and procedures.

- Preparation of rooms, equipment and displays.
- Maintain Academy routine.
- To promote high standards of behaviour throughout the Academy in accordance with Discipline and Behaviour Policy.
- Support the ethos of the Academy.
- Maintenance of safe environment.

### **Support to Teachers**

- Contact with parents as part of normal consultative and educational process, e.g., parents' evenings.
- To deliver pre-planned programmes of work.
- Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.
- Undertaking duties on a rota basis during mid-morning break.
- To assist the teacher with supervision of pupils on Academy trips/visits.
- Keeping materials and equipment in tidy/safe manner.
- Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- Support the supervision of individuals/groups of pupils.

### **Support with Curriculum**

- To contribute to the development of curriculum policies.
- To assist in the teaching of the curriculum.
- Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.
- Contribute to development of school policies and procedures as part of Key Stage team.
- To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.
- Participation in working groups on curriculum matters.
- Contribute to curriculum development as part of training days and at any ongoing review meetings.
- Involvement in planning meetings.
- Attendance at staff meetings and appropriate training sessions as required.
- Development and preparation of curriculum materials.

The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.

**General responsibilities**

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**Performance development**

Participating in the Academy’s arrangements for performance development, professional development and the Academy’s arrangements for quality assurance and internal verification.

**CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure & Barring Service check to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.**

Signature: .....

Print Name: .....

Date: .....