

Oakgrove School

JOB TITLE:	Learning Advisor
DEPARTMENT:	Learning Advice
RESPONSIBLE TO:	Learning Advice Manager
GRADE:	4
CONTRACTED HOURS:	37
CONTRACTED WEEKS:	39 (Term time plus inset days)

JOB PURPOSE

To provide specific teaching and learning support to students with Special Educational Needs

Specific Responsibilities:

- Support a student in accessing learning activities including those with special needs, under the guidance of the teacher.
- Liaise with relevant teaching staff relating to the student's timetable.
- Provide virtual/online sessions for catch up.
- Provide feedback to students in relation to progress and achievement.
- Provide occasional cover for teaching staff in emergency situations.
- Work with small groups/individuals of special needs' students on specific learning programmes.
- Give general support to students in mainstream classes.
- Administer routine tests and undertake routine marking of students' work.
- Assist in examinations by supporting individual students in accordance with exam board rules.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Provide clerical and administrative support.
- Attend regular meetings with link departments.
- Occasionally attend meetings after school hours.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance management as required.
- Assist with the supervision of students out of lesson times eg extra curricular and during lunchtimes.
- Undertake structured and agreed learning activities/teaching programmes.
- Create and maintain an attractive, purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Any other reasonable duties as required.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

Conditions of Service

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description, dated _____

Signed by Post Holder: _____

Signed by Line Manager: _____