
FAIRHOLME PRIMARY SCHOOL - JOB DESCRIPTION

Job Title : **Learning Support Practitioner**

Grade : **Grade 5**

Line Manager : **Class Teacher**

Main purpose of the job

- To work in accordance with the Teaching Assistant Standards (copy attached)
- To work under the guidance of the class teacher to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.
- To occasionally supervise whole classes during the short term absence of the class teacher (with appropriate supervision of a teacher, not necessarily based in the class).
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.
- To promote the inclusion of all pupils and to work flexibly to support SEN across the school.
- Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.
- To contribute to the safeguarding and protection of all pupils.

Supervisory responsibility

None, apart from assisting in work familiarisation of new members of staff or volunteers.

Main responsibilities and tasks

1. Within a framework of supervision, to deliver agreed learning activities/teaching programmes to individuals or groups of pupils, or to the whole class. Some activities/programmes will require developed knowledge/skills to be applied, e.g. in setting differentiated work according to individual needs or working on specialist programmes.
2. To identify and respond to pupils' diverse learning needs, providing challenging opportunities appropriate to their level of understanding and helping them to overcome barriers to learning.
3. To encourage the acceptance and integration of pupils with special needs and develop methods to promote and reinforce confidence and self-esteem.
4. To work flexibly as required to support the needs of the whole class, small groups, individual SEN pupils and pupils with EHCPs.
5. To be familiar with the needs of EHCP children and support them to achieve their long term outcomes and targets.
6. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
7. To be familiar with planning in advance of lessons to ensure support is well prepared and organised.

8. To prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use. To make or adapt resources (e.g. worksheets or sight cards) to enable the pupil(s) to access the learning activity at their appropriate level of understanding.
9. As required, to prepare the classroom for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
10. To work on classroom displays following consultation with the teacher.
11. To monitor and evaluate pupils' responses to learning activities and progress towards targets, record achievement and feedback to the teacher and/or other professionals as required. This may include assistance with the development and implementation of IEPs and other programmes as appropriate.
12. To contribute to marking and feedback where appropriate as directed by the class teacher.
13. To maintain an awareness of pupil problems and report these to the class teacher as required.
14. To foster links between home and school as necessary and provide information and feedback to the parent/carer where appropriate and agreed under the guidance of the class teacher.
15. To encourage pupils to interact with others and engage in activities led by the teacher.
16. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour Policy and demonstrating high expectations of work and behaviour.
17. To work with the teacher in the planning of work and activities as appropriate.
18. To provide short term absence cover for the class teacher under the supervision of a teacher.
19. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
20. To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
21. 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.
22. To assist with the supervision of pupils out of lesson time, as necessary for their safety.
23. To accompany teaching staff and pupils on visits, trips and out of school activities as required.
24. To attend relevant meetings and performance development as required.
25. To undertake specific training to support the needs of individuals or groups of pupils effectively, particularly for children with complex EHCP needs.
26. To undertake any other broadly analogous duties as directed by the Headteacher.

Signatures – line manager and job holder

Signed..... Dated:.....
 Headteacher

Signed..... Dated:.....
Postholder

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.