

JOB DESCRIPTION FOR SUPPORT STAFF

JOB TITLE: Learning Support
REPORTS TO: Class Teachers / Team Manager

PURPOSE OF THE JOB

To provide high quality support for pupils, working under guidance from the teacher / line manager, helping pupils to access learning and providing general support to the teacher in the management of pupils and the classroom.

To provide high quality support for students by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and exceed their potential.

To take a supportive role in the planning and evaluation of one or more specific learning activities or teaching programmes.

STAFF MANAGEMENT/FINANCIAL MANAGEMENT

The position is not responsible for managing staff or a budget.

PRINCIPAL ACCOUNTABILITIES

- Provide directed and targeted support for pupils, including those with special needs, ensuring their safety and access to learning activities;
- Support the implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Support the creation and maintenance a purposeful, orderly and supportive learning environment including the development of learning displays and teaching resources;
- Participate in the planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Under the guidance of the teacher, assess individual pupils / small group work and provide feedback to pupils in relation to attainment and progress; supporting children's reflection, self-evaluation processes and helping them to action plan and identify next steps.
- Provide regular oral and/or written feedback in relation to pupils attainment and progress to the class teacher, Inclusion Manager and relevant outside agencies about the pupil's difficulties and progress. Contribute to the pupil's annual review by writing a brief report and attending meetings as required.
- Support the delivery of individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- Work with small groups of pupils as required.

- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Escort and supervise pupils on educational visits and out of school activities
- Support with break /lunch time and end of day supervision including facilitating games and activities.
- Attend to pupils’ personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support.
- Assist in the short term ad hoc cover supervision of whole classes;
- Level 2 duties may be considered to include any individual tasks listed at Level 1 when necessary and instructed by the class teacher;

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

General Requirements

All school based posts are defined as Regulated Activity and therefore the post is subject to an Enhanced with Barred List DBS check.

All employees are expected to share this commitment, to follow MKET’S safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

Commitment to uphold MKET’s Equality and Health and Safety Policies

All staff must follow the MKET Code of Conduct

All staff must have an understanding of the requirements of Data Protection and confidentiality in the workplace

Learning Support

We confirm that this document conveys a full and accurate description of the job as at 1 January 2016:

Signed:
Postholder **Line Manager**

NECESSARY KNOWLEDGE, EXPERIENCE AND SKILLS

Identify the qualifications and experience that are necessary to enable for the post holder to perform the job fully and effectively. Note that this information should relate to the knowledge and experience required for the job, which may not be the same as the post holders own qualifications, etc. Please also refer to skills, if possible, for example; keyboard skills, report writing skills, leadership skills, effective communication skills.

	ESSENTIAL	DESIRABLE
Qualifications	<p>Good standard of education achieving Maths and English at GCSE Level C or equivalent. Proficiency in numbers, literacy and ICT.</p> <p>NVQ level 2 for Teaching Assistants or equivalent</p>	<p>Appropriate vocational qualification or degree.</p>
Knowledge	<p>Awareness of different learning styles and multiple intelligences</p> <p>Understanding of the learning support assistant role in schools and the work of the external agencies.</p> <p>Understanding of the potential of e-learning.</p>	
Experience	<p>Significant experience of working with individuals and groups of children in a classroom setting.</p>	
Skills	<p>Working with the teacher to ensure preparations are made within the classroom for all learning activities on a daily and weekly basis</p>	
	<p>Ability to inspire the confidence of students, parents and colleagues.</p>	
	<p>Ensuring adequate resources are available for planned activities</p>	
	<p>Encouraging inclusivity and engagement with all learning activities</p>	<p>Able to manage individuals and small groups of learners independently during the school day</p>
	<p>Ensuring that all communications are tailored to suit the individual child</p>	
	<p>Keeping accurate records when required.</p>	
	<p>Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.</p>	

	Dealing with day to day problems and issues in a confident and creative manner	
Planning and Organising work	Commitment to sharing best practice	
Planning capacity and resources	Use and safekeeping of classroom equipment	
Influencing and Interpersonal skills	Excellent communication and interpersonal skills. Fluency in English.	
Using initiative	Ability to ask for advice and support where necessary	
Working independently	Ability to explain ideas clearly and succinctly.	
Managing people	Ability to inspire the confidence of students, parents and colleagues. Co-operative working with colleagues	
Managing resources	Competent user of IT	
Managing risk		
Managing oneself	Commitment to self-evaluation and continuous improvement Excellent attendance and punctuality record	
Environment		
- Work demands	Ability to work to deadlines and under pressure. Self-motivating with a positive attitude.	
- Physical demands		
- Working Conditions		
- Work Context		
General requirements	All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List DBS check. Belief in the positive difference high quality educational opportunities make to people's lives. Commitment to uphold MKET's Equalities and Health and Safety Policies. All staff must follow the MKET Code of Conduct. All staff must have an understanding of the requirements of confidentiality in the workplace.	

