

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 or caring for children. • General understanding of national/ foundation stage curriculum. • Basic understanding of child development and learning. • Experience of working with children of primary age and with SEN 	Yes	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Effective use of ICT to support learning • Ability to develop learning plans and monitor progress, presenting information clearly and concisely 		Interview, application form, and selection process.

	<ul style="list-style-type: none">• Ability to relate well to children and adults.• Ability to work constructively as part of a team.• Courteous in dealing with staff, pupils, parents and carers.• Manages time effectively• The ability to communicate through the medium of Welsh.		
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Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Schools
POST:	Cover Supervisor
GRADE OF POST:	Grade 8
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

In the absence of the responsible class teacher enable the continuation of learning by interpreting, utilising and delivering pre-prepared exercises and set work, as well as engaging, motivating and managing the behaviour of pupils.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Cover the class using pre-prepared materials, deciding on modification where needed.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- Assess learning needs and devise alternative methods of facilitating learning and understanding.
- Provide specialist care to those pupils with significant requirements.
- Promote inclusion and ensure all have equal access to opportunities to learn and develop.
- Be aware of the different requirements of pupils.
- Monitor and evaluate the success of activities against agreed measures. Provide detailed and regular feedback to teachers on pupil achievement, progress and problems.
- May be required to supervise others, allocating and checking work, instructing and monitoring staff within the classroom.

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 Childrens 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 Bureau

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

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none">• Ability to work constructively as part of a team.• Courteous in dealing with staff, pupils, parents and carers.• Manages time effectively.• Ability to communicate via the medium of Welsh.		