

Job Description

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| DIRECTORATE: | Children's |
| DEPARTMENT: | Coety Primary School |
| POST: | Temporary Learning Support Officer |
| GRADE OF POST: | Grade 6 |
| 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 verbal and written 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.

GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a Manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/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).

Person Specification

Temporary Learning Support Officer

Temporary for 1 year

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are not expected to meet all of these attributes to be suitable for short listing.

| 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. First Aid training (or willingness to undertake). | <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 Foundation Phase and Curriculum for Wales. Basic understanding of child development and learning. | (Yes) | Interview, application form and references. |
| 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 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 | (Yes) | Interview, application form and references. |