

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	St. Marys Catholic Primary School
POST:	Learning Support Officer (Foundation Phase)
GRADE OF POST:	GR06
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Your role will be to supervise and support groups of children undertaking focused learning activities. With an ability to work on your own initiative, you will make a valid contribution by assisting in planning, preparing appropriate resources, and delivering learning experiences and their assessment.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Supervising and providing support under the direction of a teacher, for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Preparing and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- Assisting with the planning and preparation of learning activities.
- Encouraging pupils to interact with others and engage in a variety of focussed activities as well as continuous and enhanced provision.
- Creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Providing detailed and regular feedback to teachers on pupil achievement, progress, problems, etc.
- Assisting with the supervision of pupils out of lesson times to include playtime.
- Participating in any training and development activities in order to maintain own professional development or to enhance competence within job role.

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 Officer (Foundation Phase)

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 or equivalent in a relevant field. • 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 in Catholic Education within the Primary Sector. • Knowledge of the Foundation Phase/Skills-based curriculum. 		Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Able to work independently and as part of a team. • Ability to communicate clearly and effectively with both children and adults. • Ability to demonstrate good organisational skills. • Ability to work flexibly. • Good literacy and numeracy skills. • Sympathetic to the ethos of Catholic Schools. • The ability to communicate through the medium of Welsh. 		Interview, application form, and selection process.