

## **Job Description**

<b>DIRECTORATE:</b>	Education & Transformation
<b>DEPARTMENT:</b>	Brynmenyn Primary School
<b>POST:</b>	Learning Support Officer
<b>GRADE OF POST:</b>	GR06
<b>RESPONSIBLE TO:</b>	Headteacher

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### **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.

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### **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 and Quality Team or Children's Safeguarding Assessment Team.

### **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
	<p>carers.</p> <ul style="list-style-type: none"> <li>• Manages time effectively</li> <li>• The ability to communicate through the medium, of welsh</li> </ul>		