

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years & Young People
<b>DEPARTMENT:</b>	Tremains Primary School
<b>POST:</b>	Learning Support Officer
<b>GRADE OF POST:</b>	Grade 06
<b>RESPONSIBLE TO:</b>	Headteacher

---

### **JOB PURPOSE:**

Under the direct management of teaching/ relevant staff, support access to learning for pupils and general support to the teacher in the management of pupils in the learning environment.

---

### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Provide learning support as instructed to pupils including those with special educational needs or additional learning needs, ensuring their safety and access to learning.
- Assist in creating and maintaining a purposeful, orderly and supportive environment in accordance with lesson plans, and assist with the display of pupils' work.
- Observe and be aware of pupils' progress, problems and achievements and report to the teacher as agreed.
- Assist with the planning and preparation of learning activities as instructed.
- Use of equipment/resources to meet lesson plans and amending activities to individual pupil needs, ensuring all feel involved.
- Assist with the supervision of pupils out of lesson times to include lunchtime and playtime.

### **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

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
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF (NVQ) level 3 for Teacher Assistant or equivalent.</li> <li>• Registration with Education Workforce Council.</li> <li>• Basic knowledge of first aid.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children in a primary school setting.</li> <li>• Experience of delivering Literacy interventions with measurable impact.</li> <li>• Experience of delivering Numeracy interventions with measurable impact.</li> <li>• Experience of delivering ELSA and Thrive.</li> </ul>	<p>Yes</p>	<p>Interview, application form and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy.</li> <li>• Ability to use ICT to support learning.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team.</li> <li>• An understanding of classroom roles and responsibilities.</li> <li>• The ability to support, follow instructions and keep to specified work plans.</li> <li>• Manages time effectively.</li> <li>• Courteous in dealing with staff, pupils, parents and carers.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>		<p>Interview, application form, and selection process.</p>