

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years & Young People
<b>DEPARTMENT:</b>	Trelales Primary School
<b>POST:</b>	Learning Support Officer
<b>GRADE OF POST:</b>	Grade 6
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve preparing and delivering planned learning activities for a whole class. Additionally, under the instruction of teaching 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:**

- Provide support to pupils using specialist training/skills/expertise.
- Preparation, delivery, and implementation of learning activities to suit all pupils in accordance with agreed plans.
- Assess learning needs and devise alternative methods of facilitating learning and understanding.
- Supervise pupils and provide specialist care to those pupils for example: with additional needs, - ensuring their safety and access to learning activities.
- Promote inclusion and ensure all have equal access to opportunities to learn and develop.
- Monitor and evaluate the success of activities against agreed measures and provide objective accurate feedback and reports on pupil progress.

### **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 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 (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>NVQ level 3 for Teaching Assistants or equivalent qualification or experience.</li> <li>Appropriate First Aid training.</li> <li>Registration with Education Workforce Council.</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children of primary age.</li> <li>Knowledge and understanding of Curriculum for Wales,</li> <li>General understanding of principles of child development and learning.</li> <li>Good understanding of classroom roles and responsibilities.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Excellent literacy, numeracy, and communication skills.</li> <li>Effective use of ICT to support learning.</li> <li>Ability to develop and implement clear and realistic learning plans and monitor progress.</li> <li>Ability to relate well to children and adults.</li> <li>Ability to work constructively as part of a team.</li> <li>Courteous in dealing with staff, pupils, parents, and carers.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/Testing
	<ul style="list-style-type: none"><li>Manages time effectively.</li><li>Ability to use own initiative.</li><li>Ability to communicate through the medium of Welsh.</li></ul>	Yes  Yes	