



## Job Description

Abbot's Hill School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

<b>Job Title</b>	Learning Support Practitioner (Temporary, Maternity Cover, with a potential for permanency*)
<b>Responsible to</b>	SENCo
<b>Date Required</b>	April 2020
<b>Purpose of Role</b>	<ul style="list-style-type: none"> <li>To teach individuals or small groups of pupils that have SEND across the school.</li> <li>To support pupils with SEND in class.</li> <li>To teach study skills to a range of pupils in the Senior School.</li> </ul>
<b>Key Relationships</b>	Headmistress Senior Management Teams All teaching staff
<b>Internal</b>	
<b>External</b>	Parents and guardians
<b>Staff Responsibility</b>	Not applicable
<b>Main responsibilities/duties</b>	<b>Academic</b> <ul style="list-style-type: none"> <li>To plan, deliver and review high quality Individual Education Plans/ Pupil Passports to pupils across the school with support from the Learning Support Co-coordinators.</li> <li>To read summaries of Educational Psychologist reports of pupils you are teaching.</li> <li>To liaise with staff regarding the needs of the pupils you teach/support across the curriculum.</li> <li>To produce appropriate plans for all teaching with support.</li> <li>To create or select relevant resources to support teaching.</li> <li>To assess pupil's work systematically, in line with the schools marking policy, and use the results to inform future planning and teaching.</li> <li>To monitor homework and where appropriate and set extension work, to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.</li> <li>To attend parent consultation evenings of the pupils you teach.</li> <li>To attend relevant and appropriate courses on a regular basis, taking an active interest in development and change within Education.</li> <li>To ensure that each pupil maximises their potential and is well prepared for the next step.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend meetings with parents, of the pupils you teach, when concerns are raised. These meetings will be chaired by the Learning Support Co-ordinator.</li> <li>• To appropriately support SEND pupils in class under the guidance of the subject teacher.</li> </ul> <p><b>Pastoral</b></p> <ul style="list-style-type: none"> <li>• To provide a safe and secure classroom environment in which children can thrive.</li> <li>• To take a close interest in the progress of the pupils as they go through the school.</li> <li>• To be a role model to pupils, through personal presentation and professional conduct.</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>• To take pride in the classroom, keeping it tidy and encouraging the children to do the same.</li> <li>• To maintain high standards of display changing them at least once a term with Learning Support teachers.</li> <li>• To work closely with staff within school to maintain good relations and communications.</li> <li>• To attend regular, usually weekly, departmental meetings and whole school meetings where appropriate.</li> <li>• To be familiar with school and departmental handbooks and policy documents, including the SEN Code of practice.</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• To contribute to the extra-curricular and after school clubs.</li> <li>• To support activities within the School.</li> <li>• To escort children on field trips as required from time to time.</li> <li>• To participate in duty rosters for lunch duties, break and prep duties.</li> <li>• To attend School Open Mornings/Afternoons and other major School events such as Carol Service, Commemoration etc.</li> </ul>
<b>General requirements</b>	<ul style="list-style-type: none"> <li>• To carry out all duties in accordance with Abbot's Hill School's Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate.</li> <li>• To comply with Abbot's Hill School's operating policies and procedures as issued from time to time.</li> <li>• To contribute to self-development with support from AHS.</li> <li>• To carry out any other duties that might reasonably required from time to time according to the needs of the school.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• An appropriate qualification or experience in Specific Learning Difficulties.</li> <li>• Effective teaching or support experience at primary or secondary level.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to prioritise and meet deadlines.</li> <li>• Pro-active and highly organised.</li> </ul>

	<ul style="list-style-type: none"> <li>• ICT literate with excellent administrative skills.</li> <li>• Self motivated, with a commitment to continuous improvement.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Determination to complete a task or action and get the job done on time and to the appropriate standard.</li> <li>• Communicates clearly orally and in writing.</li> <li>• Shows good judgment in a range of situations.</li> <li>• Gathers, analyses and evaluates information to achieve the best outcome for the individual child.</li> <li>• Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively.</li> <li>• Is a good team member, willing to participate, share and raise awareness on issues and promotes equal opportunity.</li> <li>• Manages own time and information in an effective manner and makes best use of resources available.</li> <li>• Is adaptable, flexible and resourceful and able to respond to, and manage, change.</li> <li>• Represents the department and school in a professional manner.</li> </ul>
<b>Term of Contract*</b>	This role is initially offered as a temporary, maternity cover role however, there may be a potential for permanency depending on a number of factors and pupil numbers.
<b>Safeguarding</b>	<p>The safety and welfare of children is paramount; all applicants will be subject to background checks to ensure their suitability to work with children. These will include (but are not limited to) reference checks, police checks and DBS checks.</p> <p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken via the Disclosure and Barring Service. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.</p> <p>This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.</p> <p>The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily exclude you from consideration for this appointment.</p>
<b>Privacy Notice</b>	<p>For information, the School's Privacy Notice can be found at:</p> <p><a href="https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf">https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf</a></p>

