



Learning Support Practitioner Level 2

Grade 2, 37 hours per week/term
time only

Job Purpose

The Learning Support Practitioner (Level 2), under the direction and guidance of the class teacher will support the teaching and learning activities in the classroom, by working with individuals or small groups of pupils/students and may be responsible for some learning activities within the overall teaching plan at Newcastle Academy in line with the vision and values of Windsor Academy Trust.

Reporting to: SENCO/Assistant SENCO

Responsible for: None

Duties and responsibilities

Support for Pupils / Students

- Work with individuals or small groups of pupils/students within the classroom under the direct supervision of teaching staff.
- Work with individual pupils/students with special educational needs and/or with pupils/students for whom English is not their first language.
- May implement planned learning activities/teaching programmes as agreed with the class teacher, adjusting activities to pupils/students responses as appropriate.
- Under the direction/guidance of the class teacher, support pupils/students with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of academy policies relating to pupil behaviour.
- Assist pupils/students with eating, dressing and hygiene, as required
- Maintain pupils interests and motivation
- Support individuals and group work assigned by the class teacher is raising core skills.
- Support in the development of individual development plans
- Provide feedback to pupils in relation to progress and achievement under the guidance of a teacher
- To be aware of pupil/student problems, achievements, progress and report to the teacher as agreed.
- Understand and support independent learning and inclusion of all pupils/students as required

Support for the Teacher / Academy

- Provide support for learning activities by making a contribution to supporting the class teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Support learning by arranging/providing resources for lessons/activities under the direction of the class teacher
- Support the class teacher in monitoring, assessing and recording pupil/student progress/activities

- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- Accompany staff and supervise pupils/students on visits and trips as required
- Monitor pupils responses to learning activities and record achievement/progress as directed
- Provide regular feedback to the class teachers on pupil achievement, progress and problems.
- Share information about pupils/students with other staff, parents/carers, internal and external agencies as appropriate
- Work with parents to enhance pupils/students learning
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Administer routine tests and invigilate exams.
- Support the use of ICT in learning activities and develop pupils/students competence and independence in its use.
- Monitor and manage stock and supplies for the classroom

General

- Contribute to the overall ethos/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Line Manager's Signature: _____

Date: _____

Post holder's signature: _____

Date: _____

Person Specification

Criteria (Essential)	
Knowledge, Understanding and Experience	<ul style="list-style-type: none"> ● Experience of working with children of a relevant age within a learning environment ● Understanding of classroom roles and responsibilities ● Knowledge and compliance of school policies and procedures
Qualifications and Training	<ul style="list-style-type: none"> ● NVQ Level 2 or equivalent in a related area ● Good numeracy and literacy skills (Grade 4/C or above in Maths/English or equivalent)
Skills and abilities	<ul style="list-style-type: none"> ● Ability to communicate clearly ● Ability to work as part of a team ● Ability to relate well to children ● Ability to use basic ICT including computer, audio/video equipment and photocopier
Personal Qualities and Attributes	<ul style="list-style-type: none"> ● Displays sensitivity to pupils/students ● Maintains confidentiality ● Ability to identify own training needs and willingness to participate in training and development opportunities ● Comply with Trust's commitment to the protection and safeguarding of children