



Learning Support Officer

JOB DESCRIPTION REVIEW DATE
July 2023

1 Role Summary

To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.

To contribute to teaching an exciting and challenging curriculum, teaching consistently outstanding lessons, and promoting exceptional levels of academic development, attainment and wellbeing for all pupils.

Time Commitment

Please see contract.

Reports to: Phase Leader and Senior Leadership Team

2 Key Responsibilities

- Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of children's progress records;
- Participate in the evaluation of the support programme;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with the behaviour policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Administer routine tests and undertake routine marking of children's work;
- Support class teachers in photocopying and other tasks in order to support Teaching.

To assist with general school duties which may include:

- Setting up classrooms, preparing resources and displays and tidying and clearing away.
- Supervision of children during playtimes.
- Supervision of children entering and leaving school premises.

3 Supporting the school

- At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy.

4 Other duties

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

- Provide support for learning activities by making a contribution to supporting a teacher in planning, supporting delivery and evaluation.
- Making a contribution to organising effective learning environments and making appropriate records.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (For example, assessment information)
- Liaise with parents if appropriate.
- Carry out playtime and lunchtime duties.
- Monitor pupil responses to learning activities and record achievement / progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents / carers where appropriate.
- Support the use of ICT in learning activities and develop pupil confidence and competence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
- Contribute to the overall aims, ethos, work of the team and school.
- Attend and participate in relevant meetings as required.

5 Further expectations of the role:

- Adhere to the School and Trust’s Safeguarding Policies.

- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with all stakeholders
- Adhere to policies as set out in the governors and staff handbook and on the Schools and Trust websites
- Comply with the Data Protection Act/ GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is not definitive and will be subject to regular review, it should be seen as enabling rather than restrictive. Other reasonable work requests may be made by your line manager. This job description is intended as a reference document which identifies the main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed:

Date:

Signed: **Knowledge Schools Trust**