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JOB DESCRIPTION

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| Job Title: Learning  Support Practitioner (level 3) | | Service area Education and Lifelong Learning | |
| **Post. No.** | Grade Band D 9-17  (Pro rata) | Section | Location The Orchard School |
| **Responsible to:-**  Head Teacher | **Contacts**  Teaching and Non-teaching staff, pupils and parents | **Persons responsible for:-**  (may be presented in the form of an organisation chart)  Attach separate sheet | |
| Working hours **32.5** hours (5 days) per week term time only | | **Special conditions**  Plus 5 training days | |
| This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances. | | | |

# Your current duties and responsibilities are:-

1. **Support to pupils**

* Participation in the inclusion of children with special needs into the mainstream
* Where appropriate taking charge of a group or class in an emergency situation under the direction and control of the Head Teacher, or other designated member of staff, for a period not greater that one working day.
* Specialist language support to individuals/groups with language and communication difficulties.
* To facilitate the pupils development and skills in the use of resources including ICT
* To maintain pupils’ interests and motivation
* Assisting pupils with dress/changing for activities/personal hygiene
* To support individual/group work across the curriculum to raise levels of achievement
* Care and welfare of pupils to include toileting and feeding as required
* Escorting pupils around the school premises
* Specialist support to pupils in line with a Statement of Special Needs – EHCP or planned provision. (IEP/ISP)

1. **Support to School**

* To support the feeding and play activities of pupils during the pupils lunch time period, subject to being given a reasonable rest period (normally not less than ½ hour)
* Advise and assist ethnic minority families
* Support to Head Teacher in the professional development and training of nursery nurse students, school staff and borough staff.
* Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process
* To contribute to the development of, and maintain school policies and

procedures

* Preparation of rooms, equipment and displays
* Maintain school routine
* To promote high standards of behaviour throughout the school in accordance with the Behaviour Policy
* Support ethos of the school
* Maintenance of safe environment

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| 1. **Support to Teachers** |
| * Contact with parents as part of normal consultative and educational process, e.g. parents evenings. |
| * To deliver pre-planned programmes of work. |
| * To plan and organise activities for children and support to teachers in the completion of assessment and other pupil records. |
| * Undertaking duties on a rota basis during mid-morning breaks. |
| * To assist the teacher with supervision of pupils on school trips/visits. |
| * Keeping materials and equipment in tidy/safe manner. |
| * Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy. |
| * Support the supervision of individuals/groups of pupils. |

1. **Support with Curriculum**

* To contribute to the development of curriculum policies
* To assist in the teaching of the curriculum
* Support to teachers in the assessment and monitoring of pupils, in accordance with school policy
* Contribute to development of school policies and procedures as part of Key Stage team
* To support individual/group work across the curriculum to raise levels of achievement and to respond appropriately to pupils
* Participation in working groups on curriculum matters
* Contribute to curriculum development as part of training days and at any ongoing review meetings
* Involvement in planning meetings
* Attendance at staff meetings and appropriate training sessions as required
* Repair and maintenance of books and equipment
* Development and preparation of curriculum materials

5. It is the responsibility of each employee to carry out their duties in line with

council policies on equality (please refer to the Policy Statement), harassment,

racial equality and the CRE action plan, and be sensitive and caring to the needs

of the disadvantaged, promoting a positive approach to a harmonious working

environment. Each employee should act as an exemplar on these issues and must

where appropriate, identify and monitor training for themselves and any

employees they are responsible for in line with these policies and the CRE

standards.

1. Use of ICT as required

**Other Duties**

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| * **To participate in the operation of the School’s Personal Performance Development Scheme.** * **It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.** * **Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.** * **The post holder must at all times carry out his/her responsibilities with due regard to the Schools policy , organisation and arrangements for Health and Safety at Work** * **This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.** * **The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.** |

Signed………………………………………..Signed…………………………………………………………..

Head Teacher Employee

Date……………………………………..Date……………….…………………………………………….