

Job description: Learning Support Officer

Staff name:

Job Title: Learning Support Officer

Reports to: Allocated Class Teacher

Responsible for: Delivering the highest quality learning experiences to pupils in their class or in the groups they are responsible for

Start date:

Hours:

Job purpose

To contribute to developing the West London Free School Primary (WLFSP) and the Earl's Court Free School Primary (ECFSP) into outstanding schools by teaching an exciting and challenging curriculum, teaching consistently outstanding lessons, and promoting exceptional levels of academic development, attainment and wellbeing for all pupils.

Objectives

1. To deliver consistently excellent lessons and interventions to pupils to enable them to make outstanding progress.
2. To support the development of an exciting, engaging, challenging and accessible curriculum that supports pupils to make outstanding progress.
3. To take responsibility for proactive personal professional development to build own capabilities continuously.
4. To make a valued contribution to the school's pastoral and enrichment programmes; including trips and visitors to the school.
5. To epitomise the vision and values of the primary schools and at all times adhere to the staff code of conduct.
6. To show a commitment to the Safeguarding Policy and Equalities Policy and to all other school policies.

Principal Accountabilities

A PLANNING AND DELIVERY OF LESSONS

1. Plan and deliver high-quality, stimulating, engaging and challenging interventions that excite, enable effective learning and ensure every pupil makes outstanding progress, whilst covering an appropriate range and depth of subject knowledge and taking into account the level of challenge and support required by each individual pupil. Ensure planned sequences of interventions respond to results of assessment, reporting and monitoring.
2. Facilitate a learning environment that provides every pupil with an opportunity to achieve his or her potential, including building relationships and managing behaviour effectively, using the schools' strategies, to maintain an excellent standard of discipline at all times and an atmosphere that is conducive to work.
3. Prepare and present pupils for any internal or public examinations, as directed, in a manner that enables each pupil to achieve his or her potential.
4. Maintain high expectations of pupils and set them challenging, but achievable, targets.
5. Understand responsibilities for pupils with particular needs, including responsibilities under the SEND Code of Practice. These will include adapting teaching accordingly for pupils with

special educational needs, seeking advice from the SENDCO when appropriate, and maintaining adequate records to enable input into whole-school and external reporting.

6. Follow all relevant school policies in the planning and delivery of lessons.

B ASSESSMENT, REPORTING AND COMMUNICATION

1. Employ a variety of the school marking, monitoring and assessment strategies to inform planning, develop learning and evaluate pupils' progress.
2. Provide constructive oral and written feedback to help pupils reflect upon and improve their work.
3. Make effective and regular use of the school's assessment criteria and reporting procedures to inform learning.
4. Maintain regular records of pupils' attainment and progress.
5. Attend parents' evenings, open days/evenings, and other school events, as required.
6. Assess how well learning objectives have been achieved and use this assessment and school provided data on a regular basis for future teaching and target-setting, as well as implementing strategies to address pupil underachievement.
7. Liaise with external agencies about individual pupils, such as the NHS, as required.

C PROFESSIONAL DEVELOPMENT

1. Take responsibility for own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build personal capabilities as a member of our teaching staff.
2. Maintain an up-to-date knowledge of each subject area taught.
3. Ensure understanding of professional responsibilities in relation to school policies and practices.
4. Evaluate own teaching critically and use this to improve effectiveness.
5. Positively engage with the school performance management system.
6. Support colleagues when working in year group, key stage or subject area communities.
7. Conduct paired/peer observations and provide constructive feedback to individual staff and to SLT.

D NON-SUBJECT RESPONSIBILITIES

1. Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
2. Develop strong and positive relationships with pupils.
3. Implement all school policies effectively and in a timely manner.
4. Contribute to the design and delivery of the school's enrichment plans.
5. Model the ethos and vision of the school at all times.
6. Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
7. Establish and maintain effective working relationships with all colleagues.
8. Be familiar with and comply with the Health and Safety Policy and be responsible for the health and safety of pupils when they are authorised to be on school premises and when engaged in authorised activities elsewhere.
9. Be accountable, along with every other member of staff, for ensuring that personal actions contribute to the school values.
10. Implement the school Attendance, Punctuality, Behaviour and Safeguarding policies and

maintain a weekly check of reading diaries and homework folders.

11. Proactively engage parents and carers of our pupils and endeavour to build positive home-school relationships.
12. Engage in a proactive way with the school “family dining” experience and provide pupils with a positive lunchtime experience in the dining hall and in the playground.
13. Prepare children for life in modern Britain and promote British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.
14. Any other duties as required by the Headteacher commensurate with the post.

F NOTES

1. All new staff will be subject to a probationary period of six months (which may, in certain circumstances, be extended by up to a further three months). The probation period is a trial period, to enable the assessment of an employee’s suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with pupils.

Headteacher / Line manager:

Date:

Postholder:

Date:

Review Date: