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|  | **KING EDWARD VI HANDSWORTH SCHOOL**  **FOR GIRLS**  **JOB DESCRIPTION – Learning Support Officer** |
| **Grade:**  **Hours:**  **Responsible to:** | Grade 2; point 15 (pro rata)  Term Time Only  8.25am – 4.15pm Four days a week but must include Fridays (29 hours)  **or**  Mon – Thurs 8.30am – 4.15pm, 8.15am – 4.15pm pm Fridays (36.5 hours)  Director of Pastoral Care, Year 7-11 and the SENDCo |
| **Main Purpose:** | To work as part of the SEND and pastoral team supporting students in years 7-13 |
| **Key Roles:** | To liaise with the SENDCO to deliver SEN provision in the school.  To provide timetabled in-lesson support for students with identified SEND, and to offer follow up support in the learning hub.  To deliver tailored teaching activities to students on either a one-to-one basis or in small groups and ensure that the students you support are able to engage in learning and stay on task during the lesson or activity.  To support the social and emotional development of pupils, reporting any issues when required to the SENCO.  To support the teacher in managing pupil behaviour and promoting positive behaviour.  To help with the planning of some lessons through collaborative with the teacher.  To provide support outside of classes, such as working in the Learning Hub or meeting students.  To support with extracurricular clubs during lunch breaks  To work with other professionals, such as the educational psychologists and Autism teachers, and with the student’s parents, as necessary.  To contribute to the planning and delivery of the ‘Reach and Achieve’ programme with year 7 and to support with the year 7 Peer Mentoring programme and selection of year 12 mentors.  To engage in ongoing professional development, including specific Autism training, to support the needs of students in school and to share the learning from this training with the wider staff body.  To support the programme of provision for students on alternate Wednesday afternoons.  To support after school homework club in the Library from 3.45pm – 4.15pm.  To act as a form tutor in school if required. |
| **Generic Responsibilities** | All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.    All staff must know about their roles and responsibilities under the terms of the school’s Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.  Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.    All staff must know what to do in the event of the fire alarm sounding.    All staff have a responsibility to report potential, or actual health and safety issues, to the school’s health and safety officer.  All staff are required to follow all agreed school policies and procedures.  Staff should at all times set an example of personal integrity and professionalism.    Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.  Staff should uphold the school ethos, aims and contribute to the development and achievement of the school’s strategic and development plans.  Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.  Staff should attend and participate in meetings as required. |
| **Resources:** | * To ensure use of IT to full capacity in order to produce high quality documents. * To organise and present information for reports in a variety of formats. |

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: …………………………………………………………………. Date: …………………………………..

Signed Employer: ………………………………………………………………….. Date: …………………………………….