



Job Description

POST TITLE	Learning Support Practitioner (LSP) Grade 1
Purpose:	To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to students; including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.
Context Statement:	<p>Working in the Learning Support Department, the Autism Base and across the school with students of all abilities and all key stages. The post holder will be expected to support with personal care and access arrangements for examinations. The post holder will, from time to time, be expected to support students on school trips and visits which may extend beyond their normal working pattern. The post holder will be expected to supervise and support students during school break and lunch times. LSP's employed for more than 6 hours per day will be entitled to a minimum of a 20 minute unpaid break during the course of their working day as directed by the SENCO to suit the needs of the school and its students.</p> <p>All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of staff, pupil, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressurised environment</p>
Reporting to:	Director of Learning Support and Inclusion or Inclusion Manager
Responsible for:	None
Principal Contacts:	Students, Director of Learning Support and Inclusion, classroom teacher/supervisor and other staff
Working Time:	35 hours per week TTO plus 5 PDDs
Salary/Grade:	TA Grade 1 SCP 1-4
Disclosure level:	Enhanced
Key Responsibilities	
Outline responsibilities and tasks	<p>Under the direction and control of the classroom teacher or designated supervisor:</p> <ul style="list-style-type: none"> • supervise the activities of individuals or groups of students to ensure their safety and facilitate their physical and emotional development; • undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including pupils with educational, physical or emotional special needs; • to monitor individual student's problems, progress, achievements and condition and report these to the designated supervisor as appropriate; • actively engage in the pre-determined educational activities and work programmes at a basic level and to assist in personal and individual development of individuals or groups of students.
Communications:	<ul style="list-style-type: none"> • Communicate effectively and positively with all stakeholders



Student Welfare:	<ul style="list-style-type: none"> Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including pupils with educational, physical or emotional special needs
Safeguarding, confidentiality and data protection:	<ul style="list-style-type: none"> Undertake Safeguarding Training as required Ensure that all students and staff are appropriately safeguarded Maintain appropriate levels of confidentiality when dealing with stakeholder data and information Adhere to the General Data Protection Regulations
Extra-Curricular:	<ul style="list-style-type: none"> Support the school's extra-curricular programme through active participation where possible
Personal Development:	<ul style="list-style-type: none"> Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD
Health and Safety:	<ul style="list-style-type: none"> Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy
Additional Duties:	<ul style="list-style-type: none"> Play a full part in the life of the school community, to support its vision and values and encourage and ensure staff and pupils to follow this example Attend school meetings outside normal working pattern as required
<p>Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.</p> <p>The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.</p>	

Name of Post holder:	
Signed:	Date:



PERSON SPECIFICATION: Learning Support Practitioner (LSP) GRADE 1	Essential	Desirable
Knowledge & Experience		
Experience of working in a school		✓
Relevant qualification or experience		✓
Able to work with young people with experience gained in a work, voluntary or domestic setting		✓
Relevant experience / training in the use of Microsoft packages including Word and Excel		✓
Skills & Abilities		
Minimum Grade C/4 GCSE in English and Mathematics or equivalent	✓	
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to interact positively with students and colleagues	✓	
The ability to use ICT effectively	✓	
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
Ability to understand and carry out verbal and written instructions	✓	
Ability to organise and prioritise work	✓	
Ability to remain confident yet discreet in dealing with visitors, parents and students	✓	
Ability to make quick decisions on which enquiries need to be referred on and dealt with	✓	
Be fully conversant of Safeguarding requirements	✓	
Personal Qualities		
Demonstrate high standards and encourage them in others	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	
Willingness to adapt to the changing needs of the school and its students	✓	