



The Westminster School

JOB DESCRIPTION

Job Title	Learning Support Practitioner
Band/Job Group	Band D SCP 9-17
Hours/Weeks	32.5 hours per week (Term time only + INSET Days) Mon, Wed, Thurs, Fri: 8.40am to 3.15pm (including 30 minutes lunch-break) Tues – 8.40am to 5.00pm (including 30 minutes lunch-break) (Plus 20 minutes contingency time)
Responsible to	Pathway Leads

Job Summary

- Taking charge of a group or class under the direction and control of the Pathway Leads or other designated teachers.
- To provide pastoral support to pupils under the direction of Pathway Leads when not needed for cover.

1. Support to Teachers

- Supervision of a group or class who are undertaking preset work, under the direction and control of the Assistant Head Teachers, or other designated teachers.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with School policy.
- Respond to any questions from pupils about process and procedures.
- Dealing with immediate problems or emergencies according to School policies and procedures.
- Collection of completed work after lessons and return of work to the appropriate teacher.
- Reporting back as appropriate using the School's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Administer routine tests and invigilate examinations.
- Undertake routine marking of pupils' work where appropriate.
- Promote the inclusion and acceptance of all pupils.
- Undertake pupil record keeping as appropriate.
- Provide clerical/administrative support eg photocopying, typing, filing, collecting money etc as required by the Leadership Group.
- Assist in the display of pupils' work.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the School.

- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- The supervision of pupils out of lesson time, including ten minutes before and after school and during pupils' lunchtimes.
- 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.
- Use of ICT as required.
- 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 her/his responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.
- All staff within the School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities needed in School. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals affected and with appropriate trade unions.
- "The Westminster School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment."

2. Support to Pupils

- To facilitate the pupils' development and skills in the use of resources including ICT.
- To support individual/group work across the curriculum to raise levels of achievement.
- To maintain pupils' interests and motivation.
- Assisting pupils with dress/changing for activities/personal hygiene where necessary.
- To support the care and welfare of pupils to include toileting and feeding as required.
- To escort pupils around school premises/and take home if required.
- To provide specialist support to pupils in line with their EHCP.

3. Support to School

- Support in the professional development and training of learning support students when required.
- Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- Contribute to the development and maintenance of school policies and procedures.
- Prepare rooms, equipment and displays.

- Maintain school routine.
- Promote high standards of behaviour throughout school in accordance with the School's Behaviour Policy.
- Support the ethos of School.
- Support the maintenance of a safe environment.

4. Support to Teachers

- Contact with parents/carers as part of normal consultative and educational process, eg parents' evenings.
- To deliver pre-planned programmes of work
- Planning and organisation of activities for pupils and support to teachers in the completion of assessment and other pupil records.
- Undertaking duties on a rota basis before School, during mid-morning and lunch-times.
- To assist the teacher with the supervision of pupils on School 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.

5. Support with Curriculum

- To contribute to the development of curriculum policies as required.
- 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.
- To support individual/group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.
- Contribute to curriculum development as part of training days and any ongoing review meetings.
- Involvement in planning meetings as required.
- Attendance at staff meetings and appropriate training sessions as required.
- Repair and maintenance of books and equipment.
- Development and preparation of curriculum material, under the direction of a teacher.

Issued by: _____

Received by: _____ Date: _____



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Person Specification

LSP Level 3/Cover Supervisor

	Essential Requirements
Sickness Absence and Disability	<ul style="list-style-type: none"> Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date for the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Should any candidate not meet this criteria and choose to include an explanation then this will be considered
Qualifications	<ul style="list-style-type: none"> NVQ 3 in Childcare, BTEC or NNEB/Diploma in Childcare and Education or equivalent. GCSE English and Maths at C or equivalent.
Experience	<ul style="list-style-type: none"> Experienced in, and willing to work with, pupils exhibiting complex behaviour. Experience in cover supervising lessons.
Training	<ul style="list-style-type: none"> Evidence of recent continual professional development relating to working with secondary pupils with learning difficulties. Willingness to undertake training as and when required.
Special Knowledge	<ul style="list-style-type: none"> Able to demonstrate an awareness and understanding of the needs of MLD+ pupils across age ranges and phases. Able to demonstrate an understanding of a variety of behavioural strategies. Knowledge of teaching and learning strategies.
Disposition	<ul style="list-style-type: none"> Must be able to communicate at all levels. Must be patient caring and committed to supporting MLD+ pupils. Must be committed and experienced in working as a member of a team. Able to work on own initiative. Must be willing to take an active part in all aspects of school life.
Practical and Intellectual Skills	<ul style="list-style-type: none"> Must be able to undertake duties relating to the welfare and personal hygiene of pupils (including toileting and feeding if required). Must show evidence of good communication skills both orally and in writing.
Legal Requirements	<ul style="list-style-type: none"> The successful applicant will be required to undertake an enhanced DBS check and other necessary checks by the Local Authority.