

The Ecclesbourne School

Learning Together for the Future



JOB DESCRIPTION Learning Support Officer

Job title: Learning Support Officer

Team Lead: Head of the Learning Support Faculty/SENDCo

SLT Lead: Member of the SLT assigned to the Learning Support Faculty

CORE RESPONSIBILITIES

1. To work in conjunction with the Head of Learning Support/SENDCo, the Assistant SENDCo and other teams to ensure the delivery of an appropriate support network for SEND students within the school.
2. To assist the Head of Learning Support/SENDCo and the Assistant SENDCo plan and provide your professional development needs.

Specific Duties may include, depending upon which students you are assigned to support:

- Assist in the implementation and evaluation of special programmes of work and education in consultation with teaching staff and using guidelines provided by specialist support services.
- Be involved in the planning and preparation of differentiated resources in consultation with subject teachers.
- Support assessment of student work.
- Participate with students in groups where necessary or lead small groups under the direction of the Head of Learning Support Faculty or subject teacher.
- Assist with personal hygiene, toileting, grooming, mobility and social skills training as appropriate and necessary in conjunction with the Head of Learning Support and other team members as part of the developmental programme of the students. Appropriate training may be required to meet individual needs, for example manual handling of students.
- General care and supervision of students during the school day.
- Implement physiotherapy programmes appropriate to the resources within the school, possibly at lunch times after guidance from the appropriate physiotherapist, as necessary.
- Keep brief observational records of the students' development, difficulties etc. within each curriculum area and contribute to Annual Reviews and Transition Plans.
- Attend Case Conferences and reviews where necessary.
- Develop good relationships with students, parents, carers, teaching staff and other professionals and liaise regularly with students' key workers.
- Communicate with parents and carers through the agreed method of home/school liaison.
- Participate in running lunchtime 'drop in' clubs for SEND students.

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- In the event of the temporary absence of a student who receives support either to work with different students who would benefit from the support, or to assist with administrative duties as directed by the Head of Learning Support.
- Drive student(s) (using the school mini-bus) to out of school activities during the normal school day, accompany/supervise them whilst at these activities then drive them back to school.
- Act as an examination invigilator and/or amanuensis.
- Link with local colleges /other education providers and escort students where necessary.

Other Duties:

- 1 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 2 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 3 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 4 To support the examination process of the School in any way necessary, including invigilation duties.
- 5 To positively promote the good name of the School and actively support its aims.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the school of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Signature..... Date.....

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PERSON SPECIFICATION Learning Support Officer

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> At least 5 GCSE (or equivalent) passes at C or above including mathematics and English. Equivalent relevant experience, for at least 5 years, will be considered in place of formal qualifications. Relevant qualifications (BTEC, HNC/HND, foundation degree or degree) Commitment to continuing professional development. Undertake any training necessary which is relevant to the post and requested. 	<ul style="list-style-type: none"> Recent attendance on courses relevant to this position.
SKILLS, EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Ability to communicate verbally and in writing with students, staff, parents, carers and others. Previous experience of working with young people with special educational needs. A sense of responsibility and confidentiality. A good level of IT skills and the ability to use these effectively in a range of situations. 	<ul style="list-style-type: none"> Experience of working with visually impaired students or young people. Experience of assisting with personal hygiene and physiotherapy programmes.
PERSONAL QUALITIES	<ul style="list-style-type: none"> An ability to empathise with students with a whole range of difficulties. Willingness to link with local colleges and other providers and accompany students as necessary. An ability to work as a team member and being involved in personal reviews (appraisal). Holder of a full driving licence. Willingness to drive the school mini bus (training will be provided if required). Ability to work under pressure and to deadlines. Physically fit and emotionally robust. Able to work in sympathy with the aims and ethos of the school. Committed to the philosophy of continuous improvement and a 'No-blame culture'. Committed to safeguarding and promoting the welfare and care of all students. 	
	<ul style="list-style-type: none"> Willingness to contribute to the safeguarding and promotion of the welfare and care of all students. Possess a sense of humour, sensitivity, tact and diplomacy. Show initiative, is a starter-finisher, with good personal, administrative and time-management skills. Honesty and integrity. Understanding the need to use discretion and respect confidentiality. 	
OTHER	<ul style="list-style-type: none"> Enhanced DBS Clearance Legal right to work in the UK 	

Signature..... Date.....

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