Learning Support Officer

Job Description

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| Post Title: | Learning Support Officer (Literacy) | |
| Purpose: | * To work with individual students or small groups of students with additional needs * To assist classroom teachers to create a safe and positive learning environment * To assist in the negotiation and implementation of individual education plans (IEPs) * To develop and foster positive working relationships with students, teaching staff, other professionals and parents/carers/ | |
| Supported by: | SENCO | |
| Liaising with: | Other LSO/As, subject staff and pastoral staff as appropriate | |
| Degree of contact with students: | High | |
| Working Time: | Full time | |
| Salary/Grade: | Band 7 | |
| MAIN (CORE) DUTIES |  | |
| Catholic Ethos: |  | * To ensure that the work fully supports the school’s distinctive ethos and mission. |
| Operational/Strategic  Planning |  | * To report regularly to the SENCO, subject and pastoral staff on the progress of individual students * To attend meetings and provide written reports on the implementation and evaluation of students’ IEPs * To attend full staff meetings as required |
| Enhancing own knowledge, skills and understanding |  | * To become familiar with a range of strategies for supporting the development of individual students * To keep up-to-date with local, county and national developments and initiatives related to learning support. |
| Professional development and raising awareness |  | * To be an active member of the school’s SEN team * To work with relevant staff to identify and address the needs of students * To liaise with subject staff in the planning of material to support students with additional needs * To develop appropriate differentiated resources to enhance the learning of students with additional needs * To participate fully in professional development   initiatives |
| Curriculum and  Extra-curricular  Provision |  | * To support departments in developing/revising schemes of work for students with additional needs * To contribute to the SEN team’s implementation of Homework and After-school Clubs |
| Sharing information | | * To gather information from staff at all levels and ensuring its efficient exchange both within the school and with other institutions / external agencies, as necessary |
| Support and monitoring | | * To liaise with others involved in supporting individuals’ learning * To develop and maintain links with subject and pastoral staff to support, monitor, assess and evaluate the progress of individuals * To support students’ social and emotional needs. * To foster good relationships and liaison with parents/carers |
| Management of Information | | * To ensure the maintenance of accurate and up-to-date information concerning students’ learning and progress. |
| Communication | | * To ensure effective communication/consultation as appropriate with the parents/carers of students |
| Additional Duties | | * To carry out duties as appropriate to the position of a LSA * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |
| This job description is current at the date shown but, in consultation with you, may be changed by the Principal and/or Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | | |
| The successful candidate has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. | | |