Learning Support Officer

Job Description

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| Post Title:  | Learning Support Officer (SEND & Classroom Cover)  |
| 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/
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| 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/StrategicPlanning     |   | * 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

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| 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.

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| 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
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| 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
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| 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
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| 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.
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| 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.  |