

**Learning Support Officer
Job Description**

Post Title:	Learning Support Officer (SEMH)
Purpose:	<ul style="list-style-type: none"> • To work with individual students or small groups of students with learning difficulties • 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:	<ul style="list-style-type: none"> • To ensure that the work fully supports the school's distinctive ethos and mission.
Operational/Strategic Planning	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 learning difficulties • To develop appropriate differentiated resources to enhance the learning of students with learning difficulties • To participate fully in professional development initiatives
Curriculum and Extra-curricular Provision	<ul style="list-style-type: none"> • To support departments in developing/revising schemes of work for students with learning difficulties • To contribute to the SEN team's implementation of Homework and After-school Clubs

Sharing information	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning students' learning and progress.
Communication	<ul style="list-style-type: none"> To ensure effective communication/consultation as appropriate with the parents/carers of students
Additional Duties	<ul style="list-style-type: none"> 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.
<p>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.</p>	
<p>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.</p>	