

# Whickham School and Sports College



## JOB DESCRIPTION

**POST: Learning Support Officer (LSO)**

**GRADE: E £19,945 – £21,166 plus SSA allowance £1289 pro rata to 32.5 hours per week, term time plus 5 days.**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Purpose of the post and main scope of responsibility:**

- To identify barriers to learning and address these enabling pupils to make strong progress.
- To ensure pupils develop socially and emotionally so that they effectively participate in mainstream education.
- To ensure there is high-quality provision of extra-curricular support and interventions.

**Responsible to:** AEN Coordinator

**Hours of Work:**

- 32.5 hours per week - typically 8.30am – 3.30pm but some flexibility may be required.
- You will on occasion support home visits and meetings with external agencies which may require you to work additional hours.
- Up to 5 days of additional work may be required during weekends and holiday periods e.g. support with exam revision classes, assistance with transition to Yr7, additional intervention group work.

## **MAIN DUTIES**

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### **Supporting progress**

- Ensure that work with the SENCo(s), tutors, parents / carers, the pastoral team and agencies contribute to the development of the whole child and support their development through: the creation of individualised learning plans / passports ensuring these plans are acted on by all to develop well rounded individuals who can succeed in mainstream
- Support teachers with their review of pupil progress, providing specific high-quality feedback to teachers directly linked to pupil's needs
- Support pupil's in developing their learning behaviours in lessons through: high quality differentiation enabling pupils to become increasingly independent (of LSO / teacher)
- Ensure there are clear lines of communication and collaboration that support the inclusion of each individual, thus achieving equality and strong academic progress through: conducting effective contact sessions with parents / carers and regular meetings with staff to address issues relating to progress, and / or social and emotional development needs
- Ensure pupils attend school through: monitoring attendance, supporting and challenging this; communicating with parents / carers and being the first point of contact
- Monitor, share and report on the progress of pupils through: the use of Academic Learning Reports; ensuring data and information is acted on by all (e.g. teachers, parents / carers, pastoral team) and results in high-quality support within and outside of lesson

### **Teaching, learning and assessment**

- Deliver effective support / learning / intervention strategies and provision of well-planned in-class support through: collaboration with teachers, supporting and giving information to teachers as required so that they differentiate effectively while promoting challenge and meta-cognition; reviewing pupil work responding to the needs of individuals so that all work is complete to the highest standard; facilitating the learning of others so that the teacher can work directly with those who have specific learning needs
- Challenge and support pupil's development through: ensuring pupils are challenged to think hard and become proactive in taking responsibility for their own learning / progress
- Ensure pupils receive the teaching and learning support they are entitled to from all colleagues and stakeholders through: maintaining clear lines of

accountability to pupils themselves and parents thus enabling pupils to make strong progress

- Support pupils in preparing effectively for all key assessments and regularly assess pupils needs ensuring they develop appropriate skills and knowledge in subject areas across the curriculum enabling them to make strong academic progress and attain appropriate qualifications through: collaborative planning of support with teachers

### **Learning Environment**

- Ensure pupils can access a learning environment that supports development of their social and emotional skills so that they can participate in the wider community through: social, emotional and academic mentoring securing active engagement in wider school life
- Ensure pupils make strong academic progress and progress in their skills through: planning and delivery of well-planned targeted interventions that are known to positively impact on pupil progress, ensuring these are linked to classroom practice; regularly evaluating the impact of interventions on academic and social / emotional progress refining these as required
- Reward achievement and manage behaviour in accordance with school policy through the use of Classcharts and other school systems
- Work with pastoral staff and teachers in identifying and referring pupils to the SENCo
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### **OTHER DUTIES**

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You will also:

- Undertake a break or lunch duty each day supervising pupils within AEN
- Maintain records as appropriate, complying with all relevant policies and guidelines including the need for confidentiality, safeguarding and data protection (GDPR).
- At times, be required to supervise whole classes during first day of absence of a teacher.

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### **STAFF DEVELOPMENT**

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- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required

**GENERAL**

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1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed ..... (Post holder)

Date .....