



**Nunykirk School**  
Strive, Care, Achieve

Post: Learning Support Officer SEMH

Tenure: Term Time only

Hours: Monday to Friday 08:00-16:00

Salary: Scale 3 - £15,039 – Full time, term time

Responsible to: Deputy Head Teacher

**Under the instruction/guidance of SLT**

**Support for Pupils, Teachers and the Curriculum**

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities
- Awareness of and work within school policies and procedures
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teach, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Support the teachers in behaviour management and keeping pupils on task based on the expectations for individual pupils
- Under the guidance of teachers, monitor, assess and record pupil progress/activities
- Provided feedback to pupils in relation to attainment and progress under the guidance of the teachers
- Support learning by arrange/providing resources for lessons/activities under the direction of the teachers and in line with health and safety requirements
- Support pupils in their social development and their emotional well-being, reporting problems to the teachers as appropriate
- Support pupils with SEND needs as appropriate
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate and in line with school policies and procedures
- Contribute to pupils plans and reports
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Work with pupils not working to the normal timetable using Teachers' planning
- Undertake pupil record keeping and maintenance of records as requested
- Invigilate examinations and tests
- Provide cover to supervise a class and/or small group on an unexpected non-timetables basis only
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant.
- Maintain a clean, safe and tidy learning environment

- Support children's learning through play and planned learning activities
- Support pupils in developing and implementing their own personal and social development
- May be asked to administer medications subject to agreement and in line with school policy
- Provide basic first aid, if appropriate, ensuring timely referral to the health services in emergency situations
- Prepare and present displays
- Provide support to pupils who have communication difficulties, also where English is an additional language

#### **Support for the School**

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to School DSL
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Maintain good relationships with colleagues and work together as a team
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory