

Job Description

Job Title:	Learner Support Professional (LSP)
Reporting to:	Assistant Principal (Behaviour)
Line Managing:	Junior LSPs (Primary & Secondary Subject to Grade)
Responsibilities:	Undertake professional duties of a teaching support staff member as set out in the Professional Standards for Teaching Assistants
Working with:	Leadership team and all staff

General Responsibilities

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff and in line with OHCAT policies and guidance. This may involve planning, preparing and delivering learning activities for individuals/ groups or short-term for whole classes. It may also involve the monitoring of learners and assessment, recording and reporting on achievement, behaviour for learning, progress and development. At higher levels this will also involve the management and development of staff, responsibility for budgets and the management and delivery of specialist areas in OHCAT. It will also involve the strategic support of mainstream schools with a particular focus on inclusion.

Specific Responsibilities

1. Support For Learners & Families

Assess the needs of learners and use detailed knowledge and specialist skills to support learning at OHCAT locations and in mainstream settings

Work alongside schools, learners and families in the early identification of learners at risk from exclusion. Developing appropriate intervention packages to prevent exclusion

Establish productive working relationships with learners and their families to provide advice, training and guidance as required in school and home settings

Develop and implement Individual Inclusion Plans (IIP)

Promote the inclusion and acceptance of all learners within the classroom

Support learners to manage their behaviour consistently whilst recognising and responding to their individual needs in order to meet or exceed learning expectations

Encourage learners to interact and work co-operatively with others and engage all learners in activities

Promote independence and employ strategies to recognise and reward achievement and self-reliance

Provide feedback to learners in relation to progress and achievement

2. Support For Teachers

Organise and manage appropriate learning environments and resources

Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/ work plans as appropriate

Monitor and evaluate learner responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

Provide objective and accurate feedback and reports as required on learner achievement, progress and other matters, ensuring the availability of appropriate evidence

Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment

Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence

Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on learner progress and achievement

Support the delivery of exams and other summative assessments

3. Strategic Support

Support or deliver learning activities within an agreed system of supervision, adjusting activities according to learner responses/ needs

Deliver learning interventions as required (e.g. literacy, circle of friends, anger management and circle time)

Use IT effectively to support learning activities and develop learners' competence and independence in its use

Select and prepare resources necessary to lead learning activities, taking account of learners' interests, language and cultural backgrounds

Advise on appropriate deployment or signpost the use of specialist aid/ resources/ equipment

4. Support For Schools & Partner Institutions

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, quality assurance, confidentiality and data protection, reporting concerns to an appropriate person

Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop

Contribute to the overall ethos/ work/ aims of the organisation

Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the senior leadership team and/ or the lead learning support professional, to support achievement and progress of learners

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others

Deliver out of school learning activities within OHCAT guidelines

Contribute to the identification and execution of appropriate out of school learning activities

To take reasonable care for his/ her own health and safety and any other person(s) who may be affected by acts or omissions at work, in accordance with Health & Safety legislation.

To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, safe touch policy, positive behaviour policy and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.

You will be required to have a valid Enhanced DBS disclosure that will be re-checked in line with OHCAT Policy.

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General notes

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.
- (3) Nightingale Community Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.