



Temple Meadow Primary School

Learning Support Practitioner Level 3

Name:	
Job Title:	Learning Support Practitioner (Level 3)
Band/Job Group:	Band D
Job Ref:	ECS63 – Temple Meadow
Hours/Week:	32 ½ hours per week term time
Special Conditions:	Term Time Only + 2 Days
School:	Temple Meadow Primary School
Responsible to	Head Teacher

Job Description

Temple Meadow has robust and far reaching Safeguard procedures and practices in all areas of school life. Our practice is fully up to date with the requirements of KCSIE (Keeping Children Safe in Education) and supports the expectation that: 'safeguarding is the responsibility of all staff who come into contact with children and their families'. We have clear procedures for maintaining our Single Central Record and ensuring all adults in conduct with our pupils are appropriately vetted.

Job Summary

- To provide classroom support to pupils under the direction of the teacher.

Additional duties and responsibilities

1. Support to Pupils

Where appropriate taking charge of a group or class in an emergency situation under the direction and control of the Head Teacher, or other designated member of staff, for a period not greater than one working day.

To facilitate the pupils development and skills in the use of resources including IT.

To maintain pupils' interests and motivation.

Assisting pupils with dress/ changing for activities/ personal hygiene.
To support individual/group work across the curriculum to raise levels of achievement.

Care and welfare of pupils to include toileting and feeding as required.

Escorting pupils around school premises/and support arrival and departure from school.

2. **Support to School**

Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period (normally not less than ½ hour).

Support to Head Teacher in the professional development and training of learning support staff new to Temple Meadow or working within a new area within Temple Meadow.

Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.

To contribute to the development of, and maintain school policies and procedures.

Preparation of rooms, equipment and displays.

Maintain school routine.

To promote high standards of behaviour throughout school in accordance with all appropriate policies including Behaviour Policy and Safeguarding Policy and Staff Handbook.

Support ethos of school.

Maintenance of safe environment.

3. **Support to Teachers**

Contact with parents as part of normal consultative and educational process, note at Temple Meadow LSP3 are not typically part of parents evenings; contribute where appropriate to any multi-agency meeting linked to SEND or wider safeguarding needs.

To deliver pre-planned programmes of work.

Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.

Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks; ensuring all elements of timetable covered appropriately.

To assist the teacher with supervision of pupils on school trips/visits.

Keeping materials and equipment in tidy/safe manner.

Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.

Support the supervision of individuals/groups of pupils.

4. **Support with Curriculum**

To contribute to the development of curriculum policies.

To assist in the teaching of the curriculum.

Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.

Contribute to development of school policies and procedures appropriately.

To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.

Participation in working groups on curriculum matters.

Contribute to curriculum development as part of training days and at any ongoing review meetings.

Involvement in planning meetings.

Attendance at staff meetings and appropriate training sessions as required.

Repair and maintenance of books and equipment.

Development and preparation of curriculum materials.

5. To participate in the operation of the Council's Personal Performance Development Scheme.
6. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
7. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
8. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Issued by:

Date of issue:

Received by:

Date received:

One copy of the Job Description should be retained by the Head Teacher, one copy given to the postholder and one copy sent to Employee Services.