



Learning Support Teacher – Job Description

Responsible to: The Head of Learning Support

Context: It is understood that a job description can never put into words all of the qualities that a good teacher embodies. It is hoped that all our teachers will strive to inspire, encourage and nurture, to the best of their ability.

1. *Teaching and Learning*

- Support specific students with their Individual Education Plans (IEPs), Action Plans, Behaviour Management Plans (BMPs) as directed by the Special Needs Coordinator
- Ensure each child's learning by teaching the required support to groups or individuals in an appropriate manner.
- Work in collaboration with other teachers, Heads of Department, Year Leaders and Heads of Key Stage as required.
- Differentiate work as necessary to meet the differing ability needs of the children.
- Acknowledge that English is not necessarily the native language of all children in the class and adapt his/her vocabulary accordingly .
- Ensure that all work is marked meaningfully, promptly and clearly and that corrections are undertaken where necessary.
- Ensure homework is given appropriately where and when necessary.

2. *Planning*

- Prepare appropriately to support the needs of the child(ren) and in consultation with class teachers
- Participate in the development and review of school policies where necessary
- Attend team and staff meetings as required

3. *Assessment*

- Keep clear records of any levels, grades or marks attained by each child in classroom tests/assessments
- Keep the Key Stage Coordinator and Head of Learning Support informed of progress and results of assessments
- Use results of assessments to inform future grouping and planning, to measure progress and to justify judgements.

4. *Classroom Management*

- Ensure that the classroom atmosphere is conducive to learning
- Provide an environment in which the children feel safe, confident and happy to learn and are always supervised.
- Have displays that stimulate learning.
- Ensure that children are collected and sent back promptly from Learning Support sessions.
- Insist on good levels of behavior, both in and out of the classroom .

5. *General*

- Support the Head of Learning Support with any reasonable request.
- Supervise children in the play areas at break times according to the duty rota.
- Serve as a role model to the children in terms of behaviour, dress, attitude and manners .
- Participate in the Extra Curricular Activities programme and occasional events beyond the school day.
- Actively support the ethos of the school.
- Be familiar with the Handbook for Families, with Staff Supplement.