

## Elizabeth College Junior School



### Job Description - Learning Support Teacher

The teacher is a valuable member of the school team and has an essential part to play in supporting not only the education of the children in their care, but also the children's personal, social, emotional and spiritual development. He/she is expected to contribute to the daily life of the school community and to give support to the various activities and functions that take place. He/she is responsible to the Headteacher and works under the direction of the Deputy Headteachers, Director of Studies and with the colleagues with whom he/she will be working.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An Enhanced DBS disclosure is a requirement for all class teachers. The possession of a criminal record will not necessarily debar a candidate from appointment, as the nature and relevance of the conviction/s will be taken into account.

All staff employed by Elizabeth College Junior School should understand that they hold a position of trust and, as such, all discussions and information given to them must be treated as confidential at all times.

The role of the Learning Support Teacher is to support pupils who display specific educational needs with their learning as they move through the school. The Learning Support Teacher is responsible to the Director of Studies with whom he/she will liaise regarding the requirements and progress of individual pupils in his/her care.

#### Teaching responsibilities will be to:

- Teach lessons according to the specific educational needs of the pupils.
- Provide specific targeted teaching of Numeracy or Literacy to individuals or small groups requiring additional help. This occurs on a withdrawal basis during the school week.
- Show proficiency in the use of IT for supporting pupils.
- Encourage the use of IT at home to help with progress.
- Work in a co-operative, diplomatic and flexible manner.
- Foster and maintain good working relationships with other colleagues and act as a courteous, friendly and professional member of the staff team.
- Safeguard the health and safety of all pupils, staff and visitors.

- Comply with the School's policies, e.g Health and Safety, First Aid etc

**Assessment and Reporting responsibilities will be to:**

- Make regular assessments of pupils' attainment and progress.
- Write reports on pupils' attainment and progress as required.
- Meet with individual parents as required to discuss the progress of the pupil.
- Conduct an annual review of each child.

**Professional Duties will be to:**

- Promote the general progress and well-being of individual pupils and of any group of pupils assigned.
- Maintain and research resources for use in the LDD unit.
- Share in pastoral duties on a rota basis, e.g daily duties on a pro-rata basis.
- Attend courses to develop professional skills.
- Undertake any reasonable task as directed by the Director of Studies or Headteacher.
- Uphold the School Code of Conduct.
- Understand the accepted Teacher Standards as set out in the Staff Handbook and the information contained therein.

**Personal, Social and Health Education; LDD and Gifted and Talented**

The teacher will need to:

- Gain a working knowledge of the School's PSHE policy and relate to children in such a manner that will enhance their self-esteem.
- Gain an understanding of the School's Child Protection policy and the importance of safeguarding our pupils, undertaking training on a regular basis and complete on-line training 3 yearly.
- Gain a knowledge of the School's Inclusion Policy and work within that policy under the guidance of the Director of Studies.

- Staff are asked to undertake First Aid training on a rolling basis. Paediatric First Aid courses are available for those staff who teach within Acorn House.

This list is not exhaustive and the member of staff should be aware that the Headteacher may ask him/her to carry out further duties within the school.