



Cornwallis Academy

Ambitions for All

JOB DESCRIPTION

Job Title: Learning Support Centre Co-ordinator

Department: Learning Support

Responsible to: Deputy Headteacher

Grade: Future Schools Trust Scheme F

Contract Type: Full time, term time only.

1. Main Purpose of Job

Responsible for the day to day management of the Learning Support Centre; to ensure students are engaged in their work and abiding by the behaviour policy.

Work carried out in the Learning Support Centre includes, but not limited to:

- Organise work to timetables students
- Ensure the safety of students whilst in the Learning Support Centre
- Manage behaviour; in line with the school's behaviour policy
- Report health and safety issues
- Overflow/support the office staff with photocopying
- Ensure photocopier located by the Learning Support Centre
- Manage materials for displays: make available for the whole school
- Manage and loan equipment to staff; guillotine, laminator etc.
- First aid, overseeing rota and arranging cover when needed
- Restock and monitor first aid supplies
- Support cover team when cover has not arrived
- House students who are unable to attend PE lessons due to injury
- Facilitate student runners

Pastoral/Wellbeing

- Work with year teams to identify and support vulnerable students
- Manage referrals for students to access the Learning Support Centre
- Support with on call where appropriate
- Create and maintain relationships with vulnerable students
- Create and maintain an environment in which students feel safe and supported
- Safe area for students who self-harm
- Support the Mental Health and Wellbeing Lead
- Support the Family Liaison Officer with school refusers

SEN support

- Organise and distribute iPads daily. Ensure users know how to operate and care for equipment
- SEN on call support



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- Irlens support – maintain stock, supply paper, books and overlays as advised

N.B. The postholder will carry out his/her responsibilities in accordance with the Governing Body's equal opportunities policy.



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PERSON SPECIFICATION

- Experience of working with or caring for children of relevant age.
- Good general education
- Teaching Assistant qualification (Desirable)
- Able to participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Flexible
- Ability to use own initiative
- Basic technology skills.
- Must undertake safeguarding training
- Currently holds a first aid certificate or willingness to complete first aid training.

Financial Accountabilities

There are no financial accountabilities

Working Environment

The role will be school based and primarily in classrooms, Plazas, workshops, or pit stop.

This Job Description is provided to assist the postholder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.