

# CITY OF ROCHESTER SCHOOL

## LEARNING SUPPORT SPECIALIST JOB DESCRIPTION



Job Title	Learning Support Specialist	Team	Learning Support
Job Band	City of Rochester Pay Scale	Reporting To	Teaching Staff
Hours	Monday – Friday 08:30 – 16:30 Term-time plus 8 inset days plus 4 days end of August	Line Manages	N/A

### Role purpose:

To deliver high-quality learning support to pupils to support the achievement of their IEP and EHCP targets. To take an interest in one of the specialist areas and support the curriculum and delivery of programmes as directed.

### Duties and Key responsibilities:

- To plan, implement and evaluate the transition process.
- Provide support throughout the academic year to ensure that new pupils settle into their new environment easily and quickly.
- Broker primary-secondary partnerships which respond to the needs of the cluster and individual schools.
- Use information provided by primary schools to inform decisions at the school.
- Work alongside the Registrar in order to obtain information regarding new intake pupils from partner primary schools and the LA.
- Work with clerical staff to set up a data bank for new pupils.
- Serve as a resource to staff, pupils and parents/carers in accessing transition services.
- Transfer data in accordance with the Data Protection Act 1998.
- Liaise with the LA on a continuous basis regarding the intake of new pupils.
- Ensure LA standardised procedures are being followed at all times.
- Attend administrative meetings, work sessions, professional seminars, conferences and workshops as required by the position.

### Transition:

- Continuously liaise with feeder schools and the Las to facilitate the smooth transition of pupils from primary to secondary school.
- Collect Key Stage 2 (KS2) data from partner primary schools to aid transition planning.
- Analyse KS2 data and information in order to place pupils in appropriate teaching and tutor groups.

- Liaise with the therapy team regarding special educational needs and disabilities (SEND) provision for individual pupils.
- Discuss levels of ability with the relevant teachers of new pupils.
- Place pupils in appropriate classes.
- Liaise with the designated person in charge of timetabling.
- Use KS2 data and assessment results to help form targets for individual pupils.
- Work with key staff in KS2 and Key Stage 2 (KS3) to ensure accelerated development in areas of concern.

#### **General Pastoral Care:**

- To be an exemplary leader in dealings with staff, students, parents/carers and outside agencies.
- Support students in their learning and encourage positive attitudes and behaviour in and around school.
- Liaise with outside agencies, including assisting with the preparation of reports of various kinds.
- Liaise with individual teachers and departments in relation to behaviour and learning of individual and groups of students.
- Supervise in the 'Garden Room' as required.
- To be part of the 'duty' rota.

#### **Training:**

- Commitment to attendance at, and completion of, all training required by City of Rochester School
- To apply learning and skills gained through training to all areas of the role
- To become a specialist in the identified role undertaking training and development that specifically supports the function

#### **General:**

- To strictly observe the principles of confidentiality.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the School's implementation of all other current statutory requirements, eg Equalities Act, Equal Opportunities, Child Protection.
- To fulfil personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment, to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE	EVIDENCE
<b>EDUCATION LEVEL AND QUALIFICATIONS</b>			
Good levels of competency in literacy & numeracy, preferably at GCSE Grade C or above, or an equivalent qualification or the willingness to undertake	X		A
Learning Support Qualification or a willingness to undertake	X		I
First Aid at work qualification or willingness to undertake	X		I
<b>SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS</b>			
Knowledge and demonstrable experience of working with pupils with autism/SEN	X		A,I
Experience of managing behaviours that challenge	X		A,I,R
Good appreciation of, and a basic knowledge of, health and safety, data protection principles and equal opportunities	X		I
Proven ability to solve problems quickly and remain calm in escalated situations	X		A,I,R
Basic level of IT literacy in using Microsoft software e.g. Outlook, Word, Excel	X		I
Knowledge of the EHCP Process and the ability to contribute towards pupil review meetings	X		A, I
Knowledge of the process of target setting and individual learning plans and the ability to design and develop learning programmes to meet the needs of pupils	X		A, I
Excellent communication skills both written and verbal (in English)	X		I
<b>PERSONAL ATTRIBUTES</b>			
Willingness to learn and commit to the principle of positive behaviour support	X		A,I
To take an interest in the area of specialism appointed to and be prepared to support the delivery and development of such programmes	X		I
Willing to lone work as and when required	X		I
Able to develop and maintain positive relationships with pupils and other relevant stakeholders	X		I,R
Able to work using own initiative and also effectively as part of a team	X		A,I
Punctual and reliable	X		R,I
Ability to establish and develop supportive relationships with young people with special needs including ASD	X		A,I

Good appreciation of health and safety in the workplace, data protection principles and equal opportunities	X		A,I
City of Rochester School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	X		I
Full, clean driving licence		X	A
To be physically fit, have a willingness to support and participate in community based activities and school life.	X		A, I

Key: A = Application

I = Interview

R = References