

JOB DESCRIPTION

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THE WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY	
JOB DESCRIPTION	
JOB TITLE:	
Learning Support Co-ordinator	
GRADE: 4	
£22,332 to £24,593 pro rata	
REPORTS TO:	
Vice Principal for Inclusion	
1.	PURPOSE OF JOB:
	To be responsible for the day-to-day provision, including planning and delivering of the curriculum, for students accessing alternative provision and interventions.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<p>To act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and safeguarding and behaviour management.</p> <p>To provide short-term and longer-term intervention programmes to support students to engage in learning, with the longer-term aim of enabling all students to be successful in their mainstream classrooms. This may involve some in-class support.</p> <p>To plan and prepare lessons for students attending the outdoor learning provision. To ensure that lessons engage students in learning – outside learning lessons and classroom-based learning.</p> <p>Support students to develop skills to be successful: resilience, perseverance, problem-solving, teamwork and communication skills.</p> <p>To be responsible for setting up the activities and preparing the equipment and materials needed to ensure that all learners enjoy and achieve.</p> <p>To prepare and keep up to date the relevant Risk Assessments.</p> <p>To keep accurate records of progress for all students.</p> <p>To advise and support the school in maintaining the Outdoor Learning Provision area in a suitable state, including any planting.</p> <p>To maintain the materials, tools and equipment in a suitable state</p>

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3.	MANAGEMENT OF PEOPLE None. SUPERVISION OF PEOPLE None.
4.	CREATIVITY AND INNOVATION The post holder is required to be creative in the development of intervention programmes to meet the needs of individual students and on the resolution of student-centered problems.
5.	CONTACTS AND RELATIONSHIPS The postholder will be required to use tact and persuasion when dealing with challenging behaviour from students. The postholder will be required to liaise with parents and other professionals.
6.	RESOURCES The postholder will be responsible for any materials, tools or specialist activity equipment whilst in their care.
7.	WORK ENVIRONMENT
	a) Work Demands – The post holder will be required to respond quickly and effectively to local pressures of demand and to respond to conflicting priorities to maintain a high standard of service delivery.
	b) Physical Demands – Physical activities associated with outdoor learning lessons.
	c) Working Conditions – Working with students in a school environment, both inside and outside the classroom.
8.	KNOWLEDGE AND SKILLS Experience A proven track record in working with young people and the ability to see a young person's needs from a range of perspectives. Knowledge Understanding of the process of risk assessing. Skills Emergency First Aid certification.

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9	GENERAL		
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive</p> <p>The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equality - The postholder is required to carry out the duties in accordance with the Academy Equality Policy.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with Academy Health and Safety policies and procedures.</p>			
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]