



THE ARNEWOOD SCHOOL

11 – 19 Academy

“Working Together – Shaping Tomorrow”

ROLE PROFILE

Job Title:	Learning Support Centre Co-ordinator
Band:	Grade D - £20849 - £22338 FTE Hours: 30 per week, Monday to Friday, term time only (40 weeks)
Role profile:	<ul style="list-style-type: none">• Under the direction of the SENDCo, manage the day-to-day business of the Learning Support Department and ensure any student who may be working there is registered and staff are deployed to meet their needs.• Coordinate the supervision of students at break and lunchtimes.• Lead weekly meetings of the Learning Support team in order to identify priorities.• Mentoring: Support students at the start of the day with anxieties, problems and concerns in order that they can access their lessons – daily.• Amend LSA timetables due to staff illness, ensuring all priority students are supported in lessons by another member of the team.• Regularly liaise with parents/carers regarding their child.• Regularly liaise with teaching staff regarding individual students.• Assist with the target setting for SEND students and review as necessary.• As and when necessary, send letters home to parents via SIMs.• Support students in lessons as directed by the SENDCo.
Reporting structure:	<pre>graph TD; A[Headteacher] --> B[SENDCo]; B --> C[This post];</pre>

This job description seeks to provide an outline of the duties and responsibilities of the post. The job holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager. It is not a definitive document and does not form part of the main statement of terms and

conditions or the contract of employment, and will be reviewed regularly in the light of changing service requirements. Any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant School policies, procedures and guidelines, including those relating to equal opportunities, health and safety and confidentiality of information.

DATA PROTECTION ACT 1998

Under provision of this act it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to students, staff or visitors to which she/he has access during the course of their employment is regarded as strictly confidential. Failure to observe confidentiality may result in disciplinary action.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Empathy with pupils and sympathetic to their needs. • Experienced Team Leader – working with others (TA Professional Standards), setting and maintaining high standards, challenging colleagues to hold them to account where necessary in line with the trust’s HR processes. • Excellent literacy/numeracy skills • Good communication skills and able to clarify and explain instructions clearly. • Working knowledge of national/foundation stage curriculum, particularly literacy and numeracy requirements, and other relevant learning programmes/strategies. • Professionally discreet and able to respect confidentiality on particular issues. • Well developed interpersonal skills enabling effective relationships with a variety of people. • Knowledge of teaching and learning 	<ul style="list-style-type: none"> • Minimum of 2 years’ relevant experience in a teaching/learning/child support working environment. • Can use ICT effectively to support learning.
Knowledge, Training and Experience	<ul style="list-style-type: none"> • Knowledge and understanding in line with Professional Standards for TAs 	<ul style="list-style-type: none"> • NVQ3 for Teaching Assistants or equivalent qualification or experience

ATTRIBUTES	ESSENTIAL	DESIRABLE
Personal attributes	<ul style="list-style-type: none">• Can demonstrate effective team work• Flexible and adaptable working style• Calm under pressure• Exemplary personal and professional conduct• Self motivated and able to work without supervision• Diplomatic and empathetic manner• Able to maintain confidentiality	<ul style="list-style-type: none">• Attention to detail