



## FORGE SECONDARY SHORT STAY SCHOOL JOB DESCRIPTION

<b>Job Title</b>	<b>Learning Support Practitioner</b>
<b>Working Hours</b>	<b>32 hours Term Time Only plus 5 TED Days; TA2 Spinal Column Point 14-17; depending on experience (Actual Salary Example on TA2 Point 14 £12413.00)</b>
<b>Purpose of role</b>	<ul style="list-style-type: none"> <li>• To support pupils both inside and outside of the classroom</li> <li>• To play a full role in implementing the school's agreed learning and behaviour policies, assisting in the delivery of the pupils Pastoral Support Plans for a specified group of pupils</li> <li>• To provide support and guidance to pupils and those engaged with them, by removing barriers to learning in order to promote effective participation, enhanced individual learning , raise aspirations and achieve their potential</li> <li>• To actively promote the educational aims and ethos of the school.</li> <li>• As a member of staff at the Forge School you are expected to perform, in accordance with any directions which may reasonably be given to you by a member of the SLT team as agreed by your assigned Head of Pupil Experience, such particular duties as may reasonably be assigned to you.</li> </ul>
<b>Reporting to</b>	<b>Head of Pupil Experience</b>
<b>Main (core) Responsibilities, Tasks and Duties</b>	<ul style="list-style-type: none"> <li>• To assist both within and outside of the classroom</li> <li>• To assist in the delivery of Thrive activities to pupils across the school in line with their Action Plans</li> <li>• Contribute to the formulation of Individual Education Plans including attendance at SEN reviews and other meeting relevant to the service/pupil needs</li> <li>• To assist in the maintenance of regular contact with families/carers and other agencies to keep them informed of the pupils needs and current behavioural challenges to secure positive family support and involvement.</li> <li>• Assist in the monitoring of pupils attendance and provide appropriate data where required to the Lead Support</li> </ul>

Practitioner.

- Develop a specialism as part of your role under the direction of the Lead Support Practitioner and Head of Pupil Experience and share CPD knowledge with other Support Practitioners.
- To attune, validate, contain, calm and soothe pupils and build positive relationships with pupils across the school on a day to day basis and to alert the Lead Support Practitioner to any on-going needs for the pupils.
- Highlight appropriate referrals to the Lead Support Practitioner and complete appropriate referral paperwork.
- Support where necessary both inside and outside of the classroom environment.
- Undertake gate, break and lunchtime duties as per weekly rotas.
- Cover in the absence of other Support Practitioners/Teaching Staff where appropriate and as required.
- Attend appropriate staff development and staff meetings as identified by the Senior Leadership Team.
- Assist in the schools nurture group as and where required.
- Facilitate and encourage a learning experience which provides students with the opportunity to fulfil their individual potential.
- Assist in the implementation of programmes designed by other professionals such as speech and language therapists.
- Ensure full and detailed records are maintained in line with agreed practice.
- Participate in meetings arranged for any of the purposes described above.
- To work as part of the 'on call' team.
- To support pupils via the Team Teach approach as and where necessary.
- To participate in the pastoral briefing system and ensure daily actions are completed and recorded on SIMs/Sleuth.
- Participate in the arrangements made for the appraisal of your performance.
- Undertake continued professional development and maintain an understanding and awareness of developments relating to working with pupils presenting biological, psychological, social, emotional, behavioural and/or learning difficulties, as well as in pastoral development.
- Be aware of, and follow school policies.
- Take reasonable care for his/her own health and safety and any persons who may be affected by his/her acts or omissions at work, in accordance with Health and Safety legislation.
- Promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures and raise any concerns relating to such procedures which may be noted during the course of his/her duty.
- Discharge any other duties as required by the Head of pupil Experience within the scope and status of the post.

<b>Person Specification</b>		
<b>Knowledge and experience</b>	<p><b>Essential</b></p> <p>NVQ Level 2 or equivalent qualification, or equivalent relevant experience in working with young people.</p> <p>Current and relevant experience of working with vulnerable and challenging children.</p> <p>Excellent written, communication and organisational skills</p> <p>The ability to identify the challenges and barriers that many young people experience and to engage in strategies to help them to overcome these barriers.</p> <p>An understanding of the challenges facing young people and the desire to help young people overcome these challenges on a day to day basis.</p> <p>An ability to work with calmness and empathy when under pressure with an awareness of VRFs and the Thrive approach.</p> <p>An ability to work within set timescales and under pressure.</p> <p>A working knowledge of Microsoft Office (specifically Excel and Word).</p> <p>Sound knowledge of Child Protection and Safeguarding.</p> <p>Team Teach trained or willingness to work towards and the ability once trained to deliver.</p>	<p><b>Desired</b></p> <p>Experience of working within an educational environment.</p> <p>A working knowledge of SIMs or the willingness to undertake appropriate training.</p>
<b>Skills, abilities and attributes</b>	<p>Have the flexibility and resilience to deal with the reactive nature of pastoral work on an on-going basis.</p> <p>Ability to work effectively with and relate to and earn the trust of young people, families and carers.</p> <p>Ability to work effectively with, relate to and earn the trust of teaching staff, senior managements and external agencies.</p> <p>Ability to engage and work with young people, including those who are disaffected.</p> <p>An open, honest and active listener driven by an interest to hear young peoples' voices and stories.</p>	

	<p>Proactive approach to supporting to remove barriers to young peoples' development and progression.</p> <p>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</p> <p>Willingness to undertake further training.</p> <p>Ability to work to deadlines.</p> <p>An ability to work individually or as part of a team.</p>	
--	---	--

**The content of this job description will be reviewed with the post holder on an annual basis and appropriate changes implemented in line with the Pastoral Support Development Plan to ensure the continuous assessment and development of the Pastoral Team delivery.**

*Please note that this role requires the post-holder to have a valid Disclosure and Barring Service (DBS) disclosure*