



JOB DESCRIPTION

Position: Learning Support Tutor
Accountable to: Head of Learning Support Faculty

GENERAL STATEMENTS OF RESPONSIBILITIES (SUBJECT TO CHANGE AND DEVELOPMENT):

The successful candidate will work under the guidance of the Head of Learning Support and within an agreed system of supervision, he/she will implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation resources. He/she may also supervise learning support groups during the short term absence of teachers. The role will include:

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake routine marking of SEN students work and accurately record achievement/progress using agreed format.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.



- Liaise sensitively and effectively with parents/carers as agreed with the teacher within the post holder's role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administrative support such as administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies (e.g. literacy, numeracy, KS3, early years) and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities as agreed.
- Supervise pupils on visits, trips and out of school activities as required.



PERSON SPECIFICATION FOR THE ROLE OF LEARNING SUPPORT TUTOR / INDIVIDUAL LEARNING ASSISTANT / TEACHING ASSISTANT

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma or Degree 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Recent experience of working in a school • Experience of working with children/young people • Experience of relevant age group • An understanding of the varied needs of children as they develop socially and academically • Excellent understanding of Safeguarding and Child Protection policies and practices • A standard of written and spoken English that supports pupils' learning • A knowledge of behaviour management techniques that support school and classroom practices 	<ul style="list-style-type: none"> • Experience in more than one school • Experience of developing the practice of others • Experience of working with children with special needs • Proficient ICT user
Professional Skills	<ul style="list-style-type: none"> • High expectations and aspirations for pupils and staff • Form and maintain excellent effective relationships with all in school • Communicate effectively with all in school • Be well organised and work within deadlines • Be a good team player and work cooperatively in different capacities 	<ul style="list-style-type: none"> • Inspirational role model to others in school



<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and use initiative • Ability to relate well to children and adults • Ambitious and willing to learn • Flexible, creative and inspiring • Caring, positive, open and honest • Dedicated and hard working • Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> • Champion for children • Proactive in self-development
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