

THE SELE SCHOOL



Job Description

Job Title:	Learning Support Officer
Grade/Salary:	H4
Hours:	30 Hours (8.30am – 3pm)
Working Weeks:	39 (38 working weeks – Term Time + 5 inset days)
Responsible to:	Pastoral Leader

Job Purpose:

The Learning Support Officer will play a key role in supporting the pastoral team/ SEND team and teaching staff in promoting positive behaviour, engagement, and well-being among students. This role will focus on ensuring students are supported in their education, helping to manage behaviour effectively, and reducing the risk of escalations that may disrupt learning.

Areas of Responsibility

- Student Support & Engagement:
- Work closely with teaching staff to support student engagement in lessons.
- Provide in-class support to students who require additional guidance to remain focused and participate in learning
- Identify and implement strategies to help students overcome barriers to learning.
- Support individual students with emotional, social, or behavioural difficulties, offering guidance and encouragement. Helping students remain or regulate to return to lessons.
- Supervise and support students during unstructured times

Behaviour Management & Pastoral Support:

- Support staff in managing low-level disruptions in classrooms and intervene where necessary to prevent escalation
- Work proactively with students to promote positive behaviour and engagement
- Support restorative conversations between students and staff when needed
- Monitor and support students on behaviour intervention plans
- Address needs and communicate home for students on report and provide progress updates
- Provide mentoring to students who need extra support with behaviour or emotional regulation to ensure they are able to remain in lessons and not dependent on individual staff members

- Work closely with the pastoral team to identify at-risk students and implement targeted interventions
- Support on call and reflection duties to ensure a calm and effective climate, ensuring all students are promptly returned to lessons
- Support students during unstructured times ensuring calm environments

Safeguarding & Well-being:

- Act as a trusted adult for students, offering emotional support when needed
- Work with the safeguarding team to report and address concerns about student welfare
- Assist in developing and delivering well-being initiatives to improve student mental health and resilience

Collaboration & Communication:

- Liaise with teachers, pastoral leads, and external agencies to provide holistic support for students
- Attend pastoral and department meetings, contributing to action plans for departments and/or students
- Communicate effectively with parents/carers when necessary to support student progress
- Administration tasks with pastoral team

School Ethos:

- To play a full part in the life of the school community; to support its mission and ethos and to encourage and ensure staff and students to follow this example.
- To support the school in meeting its legal requirements.
- To promote the school's policies.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To be a leading professional in every way, and provide a role model in terms of effectiveness and standards.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the School's pre-employment checks. Staff will also be required to complete Child Protection and PREVENT training.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Additional Information

The jobholder is to contribute to and support the overall aims and ethos of the School. All staff are required to participate in training and other learning activities, and in performance management and development as required by the School's policies and practices.

Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal school hours, and participate in Open Day for prospective parents and pupils.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.