



Ministerium Tuum Imple Love | Serve | Do the best that is possible

## **Job Description Learning Support Assistant**

### **Team Purpose**

The team purpose for all colleagues who work in the Learning Support Department is to ensure that it is a positive, student-centred learning environment which reinforces the school's key messages of academic excellence and impeccable behaviour.

### **Catholic Purpose**

The Learning Support Assistant must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

- Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff

### **Main Responsibilities:**

Work within the context of the vision of St. Paul's and the Code of Conduct by supporting the learning of pupils with SEN.

### **Principle Accountabilities:**

1. Drawing on knowledge of various forms of special educational needs, to develop an understanding of the specific needs of the child/ren concerned.
2. Taking into account the special educational needs involved, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:
  - clarifying and explaining instructions;
  - ensuring pupils are able to use equipment and materials provided;
  - motivating and encouraging the pupils as required;
  - assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting / presentation;
  - helping pupils to concentrate on and finish work set;
  - liaising with class teacher devising complementary learning activities;
3. To establish a supportive relationship with the child/ren concerned
4. To encourage acceptance and integration of the child with special needs

5. To develop methods of promoting/reinforcing children's self-esteem.

Any other tasks as directed by the Head of Learning Support which fall within the remit of the post.

#### **Supporting The Pupil**

- To develop an understanding of the specific needs of the child / children concerned.
- To establish a supportive relationship with the child / children concerned
- To encourage acceptance and integration of the child / children concerned
- To develop methods of promoting / reinforcing the child / children's self-esteem.
- To aid the child to learn as effectively as possible inside and outside the classroom.

#### **Supporting The Teacher**

- To provide regular feedback about the child / children to the teacher
- To assist the class teacher in the development of suitable materials for the child / children
- To contribute to the maintenance of records of progress for the child / children concerned.
- To participate in the evaluation of the support programme

#### **Supporting The School**

- To liaise with parents on day-to-day issues when necessary.
- To liaise with, advise and consult with other members of the Learning Support team regarding the child / children concerned
- To contribute to reviews of the child / children's progress
- To attend relevant in-service training
- To be aware of school procedures

#### **General:**

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St Paul's Catholic School provided that they are consistent with the nature of the post
- Be committed to and attend relevant continuous professional development
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- This list is an outline of the responsibilities. The post holder will be expected to undertake other duties relevant to the post in discussion with the Business Manager or Headteacher.

St Paul's Catholic School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS declaration.

**Signed:** ..... **Name:** ..... **Date:** .....