

Cathedral Primary School

Classroom & SEND Learning Support Assistant

Job Description

Job Title:	Classroom & SEND Learning Support Assistant
Reporting To:	Head Teacher
Hours of Work:	Role 1 - Full time 8am to 4pm, 5 days per week, term time only (37.5 hours 0.8192FTE) Role 2 - Part time 8am to 2:30pm, 5 days per week, term time only (30 hours 0.6554FTE)
Working Pattern:	Term time only
Salary:	CST Payscale: Points 13 to 17 Gross full time equivalent range: £22,498 - £23,728 Role 1 (37.5 hours) Actual term time salary range: £18,431.05 - £19,438.71 Role 2 (30 hours) Actual part time salary range: £14,744.84 - £15,550.96
Start Date:	2nd January 2024
Contract:	Fixed term contract to 31st August 2024, in the first instance, with scope to be extended subject to need and budget in 24/25 academic year.

Purpose of the role

- Work effectively with individual pupils, small groups and whole classes;
- Make a strong contribution to pupils' progress;
- Support pupils with SEND;
- Work collaboratively with the year group team and assist teachers in the plan, do, review cycle, including record keeping and the management/preparation of resources.

Responsibilities of the role

Support for children's learning

Follow planning by the teaching staff, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression targets in a child's individual education plan and in class plans through:

- ❖ Activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback in accordance with our behaviour curriculum;
- ❖ Support the physical, emotional and educational development of children;
- ❖ Supervise and encourage safe behaviour of individuals and groups;
- ❖ Analyse progress to review and plan alongside your year group team.

Support for the learning environment

Develop planning, following guidance from the teaching staff, and prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to provide an effective learning environment as determined by the teacher to:

- ❖ Promote the required standards of achievement and performance;
- ❖ Support the development of continuous improvement in both personal performance in the job and the work of the team;
- ❖ Assist in the development, monitoring, reviewing and progression of childrens' learning plans;
- ❖ Support assessment processes, recording, keeping and retrieving accurate records and following defined procedures.

Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by:

- ❖ Promote safeguarding of children;
- ❖ Provide personal, social, hygiene, welfare and behaviour support;
- ❖ Provide interventions to promote the progress of individual children in attaining defined goals;

- ❖ Promote effective pastoral care for individual children and groups, following defined procedures, and liaise with colleagues to create and retrieve accurate records to provide the basis for home/school liaison & contacts with other agencies;
- ❖ Report concerns about progress, identifying solutions, to the teacher;
- ❖ Assist educational and therapeutic professionals in their delivery of specialist support programmes;
- ❖ Carry out specified medical care procedures following direct specific training by a qualified practitioner;
- ❖ Assist with the assessment by the teacher of individual children's development through observation, creation and retrieval of records, discussion with colleagues and teachers;
- ❖ Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable;
- ❖ Understand and implement school child protection procedures and complying with legal responsibilities;
- ❖ Assist in maintaining good discipline of pupils throughout the school, escorting and supervising pupils on planned visits and journeys.

Mentoring, Supervision and Development

- ❖ Contribute to the overall ethos, work, aims of Cathedral Primary School by attending and contributing to the development of policies and procedures within the school;
- ❖ Take opportunities for Professional Development as offered by the School and Trust;
- ❖ Have professional regard for the ethos, policies and procedures of the school, and to maintain high standards in one's own attendance, punctuality and performance.

This document does not form part of your contract of employment with the school and is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.
