St Cuthbert's Catholic High School
Live life in all its fullness

Job Description

Post: Learning Assistant (Level 2) + SEN

Grade: **NJC SCP 3**
Staff who are employed at Special Schools/units or who support statemented students, or students who receive enhancement support action plus funding and work on a one-to-one basis will be awarded Special Needs Allowance.

Responsible to: Class Teacher/Senior Learning Assistant as designated as supervisor/line manager.

Responsible for: N/A

Purpose of the Post: To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior learning staff, inclusive of specific individual learning needs, enabling access to learning for all students and assistance and support in classroom management and behaviour techniques.

Duties and Responsibilities:

1. SUPPORT FOR THE STUDENT

- Establish good working relationships with students, acting as a role model
- Be aware of and respond appropriately to individual student needs ensuring effective interaction
- Provide specific support to students dependent upon their individual needs ensuring their safety whilst supporting access to learning activities, under the direction of the teacher/other senior learning staff.
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher
- To provide one to one support in either a care/special needs capacity for individual students, as directed by the teacher

2. SUPPORT FOR THE TEACHER

- Provide clerical support (e.g. photocopying, filing, data input, collecting money etc.)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher/other senior learning staff, utilise strategies to support students in achieving learning goals
- Report student achievement, progress and issues as appropriate in agreed format
- Undertake student record keeping as requested
- Administer routine tests and invigilate exams as directed.
- Promote good student behaviour, dealing with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy

- Establish constructive relationships with parents/carers and communicate information as required

3. SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/learning programmes, taking into consideration student learning styles, including small group work
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

4. SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and students on visits, trips and out of school activities as required

5. EXTENDED SERVICE ACTIVITIES (Breakfast / After School / Club Care)

- Close liaison with parents, school and other childcare and play related agencies.
- Provide a variety of appropriate play opportunities for children some of whom may require attention and/or will have come from various racial, cultural and religious backgrounds.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviour and adapt the activity to meet the needs of groups or individuals. Assist with preparing for activities.
- Assist with the evaluation events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Maintain play environments to the appropriate health and safety standards and ensure its suitability for the users. Contribute to the corporate responsibility for continuously checking that premises, fences, gates, etc are safe, and in good repair, reporting defects promptly.
- To participate in the planning of activities and trips.
- Ensure the overall quality of the play/care environment is maintained and always appears welcoming to the users.
- Ensure the delivery of creative play opportunities in a safe and caring environment.
- Provide safe, creative appropriate play opportunities, prepare activities, organise the programme and so on.
- Encourage parental involvement and support of the club.
- Liaison with parents, schools and other childcare and play related agencies

All duties contained in the Council playworker job description if not detailed above

6. High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements

7. To be responsible for improving your own practice through observation, evaluation and discussion

8. To comply with the Data Protection Act and School policies and procedures

9. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

10. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.

11. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

12. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Postholder's Signature: _____ **Date:** **/ /** _____

Headteacher's Signature: _____ **Date:** **/ /** _____