



St Mark's West Essex Catholic School

Job Title	Learning Support Assistant
Grade	Scale 3 Point 6
Reports to	Head of Learning Support
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To work as part of the Learning Support Team in supporting and including students with learning difficulties/disabilities in mainstream classes. To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	To provide support to the teacher and pupils in lessons. To support a named pupil with personal care needs. To work with individuals of small groups of children under direction of Head of Learning Support.
Duties	<ul style="list-style-type: none"> • Establish positive relationships with pupils supported • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Interact with, and support pupils, according to individual needs and skills • Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources • Monitor and record pupil activities as appropriate writing records and reports as required • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • Assist with the development and implementation of IEPs • To attend to pupils' personal needs including help with social, welfare, physical and health matters. • Liaise with other staff and provide information about pupils as appropriate • To assist with escorting pupils on educational visits
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

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| | <ul style="list-style-type: none">• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |
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The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.

LEARNING SUPPORT ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a Secondary School environment
	Literacy	GCSE English
	Numeracy	GCSE Maths
	Science	GCSE Science
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role