



St. Vincent's Catholic Primary School

Job Description Learning Support Assistant

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| Job Title | Learning Support Assistant |
| Grade: | Band 1 Step 1-2 |

PURPOSE OF JOB

Support students and teaching staff in the learning environment. Support may include one-to-one support with literacy, language skills and numeracy, or providing individual or group support in the classroom under the guidance of teaching staff. Flexibility is key. However, where possible, we utilise people's strengths when deciding where they are placed.

MAIN RESPONSIBILITIES

SUPPORT FOR PUPILS

- Assist students in the location and use of learning resources, including IT based.
- Work with individual students or small groups of students to deliver an agreed programme.
- Enable the students to successfully undertake his/her studies.
- Support students in class.
- Work with different professionals to deliver targeted interventions and support.
- Take a proactive role in promoting positive behaviour by students, adopt a consistent approach in dealing with student discipline in accordance with school policy.
- Report and log any concerns regarding behaviour or safeguarding on CPOMS.
- Use Tapestry to record and celebrate pupils achievements.
- Administering first aid and supporting with hygiene needs as appropriate.

SUPPORT FOR THE TEACHER

- Support teaching staff in the delivery of learning programmes.
- Provide support in the form of delivering interventions, one-to-one or group guidance or specific skills improvement as required.
- Work in partnership with teaching staff to support student learning and curriculum delivery
- Report regularly on student progress.
- Accompany teachers and students on educational visits.

SUPPORT FOR THE CURRICULUM

- Participate in the Continuing Professional Development programme and undertake training as required, including all areas of technology.

SUPPORT FOR THE SCHOOL

- Participate in relevant staff meetings and CPD.



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- Participate in parents' evenings, open days and social functions during and outside normal hours.
- Work safely, consider the safety of others and work within the guidelines stated in the School Health and Safety Policy.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities