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| **JOB DESCRIPTION** |
| **Post Title:** Learning Support Assistant |
| **Main School:**St Mary’s Catholic Primary School |
| **Salary:**Grade 5  |
| **Start date**January 2022 |
| **Responsible to:**Head of School |
| **Main purpose of role:** * To provide support by delivering and implementing work programmes to pupils with special needs under the direction of the class teacher
* To monitor behaviour during lunchtime and actively encourage co-operative play in the playground
* To undertake specific tasks as directed by the Senior Leadership Team
* To support children’s learning and to share in the care and wellbeing of the children throughout the school.
* To carry out specific administrative/ procedural tasks to support the class teacher.
* To be involved in the planning, development and delivery of intervention strategies.
* To observe and monitor pupils’ progress and adapt agreed approaches to their particular needs.
* Provide support and assistance for children’s pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen/medication)
* To assist in the maintenance of children’s records.
* To promote the school’s Catholic aims and values
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| **SAFEGUARDING STATEMENT**The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children’s barred list check. |
| **Responsibilities and Duties**  |
| Main duties* To work with pupils, including those with Statements of Special Educational Needs, providing individual assistance, implementing action plans, to maximise achievement
* To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary
* To work closely with pupils individually or groups within schools/educational establishments, enabling them to achieve maximum access and participation in the National Curriculum. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil’s learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil
* To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills. To help pupils develop their language and reasoning skills and to assist pupils in the organisation, preparation and display of set assignment tasks
* To give in class support to teachers, facilitating pupils’ access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety
* To support the school’s policy on discipline to ensure high standards of pupil behaviour
* To implement appropriate specific skills programmes as may be arranged and directed by the Co-ordinator of Special Needs or other professionals, working as part of a team
* Under the direction of the teacher, to assist in maximising the use of ICT in the learning process
* To assist in the writing of regular reports and reviews on pupil’s progress, to assist with general administration of records
* To liaise with other agencies (ie Social Services, Health professionals etc) as directed by the Special Educational Needs Co-ordinator or other relevant professional
* Monitor and evaluate pupils’ responses to learning activities through marking, feedback and observation and planned recording against pre-determined learning objectives
* Be responsible for keeping and updating records including records of achievement/progress of pupils
* To monitor behaviour during lunch time and actively encourage co-operative play in the playground
* Administer and assess routine tests and invigilate tests
* To undertake out of school learning activities as required
* To report incidents or concerns on CPOMS/DSP in line with the schools policy for safeguarding and child protection
* Adhere to the school behaviour policy

Team working and collaboration* Participate in any relevant meetings/professional development opportunities at the school
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Fulfil wider professional responsibilities * Work collaboratively with others to develop effective professional relationships
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school

Professional development* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

**Other** * To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the head.
* Supporting policies and new procedures are implemented effectively
* To be flexible to meet the needs of the school
* To remain smart and professional at all times
* Administer medication and intimate care in line with school policies.

NoteThis job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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| **Signature of post holder:** |  | **Date:** |  **/ /** |
| **Signature of Head:** |  | **Date:** |  **/ /** |

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# Other Responsibilities:

Any other duties required by the teacher or Headteacher within the scope of this post.

The postholder shall ensure that the duties of the post are undertaken with due regard of the School’s Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Signed date:

# Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it