

ST.JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title:	Learning Assistant
Grade:	L2/3 (30 hours per week)
Hours:	Mon- Fri 8.45am – 3.15pm (Lunch ½ hour per day)
Employer:	The School Governing Body
Responsible to:	The Headteacher

General duties:

To support the Catholic ethos of the school.

To support the educational, medical, personal and social needs of a pupil with an Education and Health Care Plan.

To promote the pupil's self-esteem and independence.

To work under instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and classroom.

Job Activities:

- Support the inclusive Catholic ethos of the school and follow school routines and procedures.
- Undertake a programme of induction including relevant safeguarding and in-service training.
- Be aware of and maintain confidential issues as required.
- Participate in the planning, delivery and evaluation of the child's Education, Health and Care Plan with guidance from the SENCo and class teacher
- Support the ongoing assessment of the child's special educational, social and personal need with guidance from the SENCo and class teacher
- Support and facilitate the inclusion of the child within the life of the school and in accessing both curricular and extra-curricular activities.
- Support the delivery of the curriculum to the child and the differentiation and adaptation of resources where necessary.
- Support the setting of short term educational targets.
- Support the child during break and lunch times.
- Provide regular feedback to the teacher and SENCo on the participation, progress and welfare of the child.
- Contribute to the regular reviews of the child's progress.
- Support the links between home and school.
- Liaise, as directed with relevant professionals in order to meet the child's special educational needs.

Promote the child's general welfare and follow the school's health and safety procedures

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.

- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.,
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and undertake routine marking of pupils' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, administer test papers etc.,

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning initiatives in literacy, numeracy or early years, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Promptly providing first aid treatment to sick or injured pupils and adults
- Keeping records and preparing reports of accidents and dangerous incidents, and reporting these to the Headteacher
- Preparing and maintaining first aid boxes that can be used across the school and taken on school visits
- To implement all school policies, promoting equal opportunities for all.
- To undertake any other particular duty reasonably assigned by the Headteacher from time to time.

Mandatory Duties

- **Safeguarding**

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

Health and Safety

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder's acts and/or omissions.

Equal Opportunities

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the Equal Opportunities Policy

This document is signed as having been negotiated, agreed and seen by the person concerned and the Headteacher.

Signed
Teaching Assistant

Date

Signed
Headteacher

Date