



<b>Job title:</b>	<b>Grade 2 Teaching Assistant (Learning Support Mentor)</b>
<b>Hours of work:</b>	<b>32 hours per week Mon to Thurs 8.30am - 4.00pm / Fri 8.30am - 3.30pm, term time only plus training days</b>
<b>Grade:</b>	<b>Scale 2, points 5 - 6</b>
<b>Actual salary:</b>	<b>£19435 to £19743</b>
<b>Start date:</b>	<b>Sept 2026</b>
<b>Reporting to:</b>	<b>SENDCo</b>

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

**Main purpose of the role:**

To work under the instruction/guidance of Special Educational Needs and Disability Coordinator (SENDCo) and Senior Leadership Team (SLT) to undertake work/care/support for students with Special Educational Needs and Disability (SEND) which enable students to access and respond to their learning. Work may be carried out both in and out of the classroom.

**SUPPORT FOR STUDENTS**

- Provide particular support for an identified caseload of students with Special Educational Needs and disability (SEND) ensuring there is access to learning activities and communication with staff and families
- Know students on your caseload. Provide key information to all staff to be able to support SEND students
- Implementing Individual Learning Plans (ILP's) for the SEND students as allocated on caseload. Monitoring students, liaising with staff, parents and other stake holders, setting SMART goals and reviewing and recording progress
- Establish constructive working relationships with students and their parents and interact with them according to individual needs. Making sure there is coproduction with the student, family and school
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher. Set challenging expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress

## **SUPPORT FOR TEACHERS**

- Help to create and maintain a purposeful, orderly and supportive environment for learning when supporting students in lessons
- Establish positive working relationships with teaching staff, when working in specific lessons with specific students and when meeting to discuss and review/monitor progress of students on SEND caseload
- Use strategies, in liaison with the teacher, to support students to meet their potential and achieve expected outcomes
- Assist with strategies that may support students with SEND in teaching and learning.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on their caseload students achievement and progress
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

## **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities, adjusting activities according to student responses and SEND needs
- Ensure SEND students have equal access to the curriculum through the support being offered in lessons and learning
- Prepare, maintain and use equipment/resources required by their students to meet learning outcomes and assist students in their use if required

## **SUPPORT FOR THE COLLEGE**

- Be aware of and comply with policies and procedures relating to Safeguarding, Health & safety, confidentiality and GDPR, reporting all concerns to the appropriate designated member of staff
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Contribute to the development, implementation and evaluation of the college's policies, practices and procedures, so as to support the college's values and vision
- 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 students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and where required take responsibility for a group under the overall supervision of a teacher

## **PROFESSIONAL DEVELOPMENT**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the college
- Take part in the college's appraisal procedures

## **PERSONAL AND PROFESSIONAL CONDUCT**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the college
- Have proper and professional regard for the Catholic Values, policies and practices of the college, and maintain high standards of attendance and punctuality. Blessed Edward Oldcorne Catholic College is committed to safeguarding the young people in its care and all staff are expected to keep up to date with the latest safeguarding developments and attend relevant safeguarding training
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the college community
- Respect individual differences and cultural diversity
- The Learning Support Mentor will be required to safeguard and promote the welfare of students and follow college policies and the staff code of conduct
- Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the LSM will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager
- This job description may be amended at any time in consultation with the postholder
- The post is subject to a 6 month probationary period

## **Notes**

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Signed: .....

Date: .....