



St Robert of Newminster Catholic School & Sixth Form College

Job Description

Job Title: Learning Support Assistant
Responsible to: SENDCO
Working Time: Term Time Only (38 weeks plus Inset Days)
Salary/Grade: Grade D (SCP5 – SCP 7)

Job Purpose

To work under the instruction/guidance of teaching staff/SENDCo to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. Prepare general support in the preparation and maintenance of resources. Support the teacher in ensuring the health and safety of pupils.

Key Responsibilities:

Providing support for staff and pupils

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establishing constructive relationships with pupils and interact with them according to individual needs
- Promoting the inclusion and acceptance of pupils
- Encouraging pupils to interact with others and engage in activities led by the teacher
- Supporting and monitoring the challenging and demanding expectations set by the teacher and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Act as a reader and/or scribe for internal/external examinations
- Supporting and maintaining a purposeful, orderly environment, including the preparation of equipment, materials and resources, in accordance with lesson plans
- Assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Contributing to the planning of learning activities
- Monitoring pupils' responses to learning activities and accurately record/report achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils achievement, progress, problems etc
- Promoting good pupil behaviour, in line with school policy, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Maintaining constructive relationships with parents/carers
- Providing clerical/admin support e.g. photocopying, typing and filing

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Job Description



Providing support for the Curriculum

- Undertaking structured and agreed learning/activities/teaching programmes, adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and develop pupil's competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Providing support for the school

- Being aware of and complying with policies and procedures relating to child protection, behaviour/anti bullying, anti racism, inclusion, racial equality, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending and participating in relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and lunchtime
- Accompanying 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
- Such other responsibilities allocated which are appropriate to the grade of the post

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils.

Revised July 2020