



## Job Description

### Learning Support Assistant

*As in all of our appointments, we are looking for staff who have a passion for providing an excellent holistic education for students and who would be committed to promoting the school's distinctive Catholic/Christian ethos.*

**Purpose:** To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

**Reporting to:** Assistant Headteacher SEND or other designated teacher

**Responsible for:** N/A

**Liaising with:** Assistant Headteacher SEND, teaching and support staff, other professionals.

#### MAIN DUTIES:

The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

#### General

- Supporting the teacher in the general management of the classroom.
- Undertaking activities, as directed by the teacher or Assistant Headteacher SEND, with individuals or small groups of pupils.
- Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.
- Supervising groups of pupils independently.
- Undertaking routine invigilation and marking.

#### Classroom Organisation

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- Preparing pupils' work for display in the classroom and around the school.
- Demonstrating creativity in assisting with the practical resourcing of the classroom.

#### Pupil Support

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures under the guidance of a designated teacher.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

**Welfare and other duties**

- Under the teacher's overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- Actively promoting anti-discrimination practices and the School's/Council's Equal Opportunities Policy in all aspects of employment and service delivery.
- Acting as a First Aider in school, when required. The successful candidate will complete the necessary first aid training for this role.

**Safeguarding**

- The post holder will have the responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for, or comes into contact with.

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To continue personal professional development, as agreed, including training to be a First Aider in school.
- To engage actively in the staff review process.
- To comply with the school's Health and Safety policy.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.

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 adopt a professional, courteous demeanour at all times during communication with colleagues, visitors or students.

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.