



# Cathedral

Primary School

**Post:**

Learning Support Assistant

**Responsible to:**

**Head Teacher**

## **Purpose of the job:**

- To make a strong contribution to pupils' learning and achievement.
- To complement the professional work of teaching staff by taking responsibility for designated learning activities with children and young people under an agreed system of supervision, in addition to supporting teacher-led activities. This may involve taking a lead responsibility for the delivery of defined learning activities.
- To work effectively with individual pupils, small groups and whole classes.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources.

## **Main Responsibilities & Duties:**

### **Planning:**

- To plan and prepare lessons with teachers, participating in all stages of the planning cycle.
- To develop and prepare resources for learning activities that match the diversity of pupils' needs and interests.
- To effectively contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
- To provide the relevant teacher(s) with appropriate feedback and reports on pupil achievement, progress and development.

### **Teaching and Learning:**

- To make a significant contribution to the planning and preparation of learning activities for specified areas of responsibility.
- To ensure structured teaching and learning activities are used which interest and motivate pupils in their learning.
- To promote the inclusion and acceptance of all children and young people within the classroom. This may include providing specific support to children and young people with special educational needs and contributing to the implementation and review of Individual Education Plans (IEPs).
- To ensure behaviour management strategies are used in line with the school's policy and procedures which contribute to a purposeful learning environment.
- To promote and reinforce children's self esteem and employ strategies to recognise and reward achievement.
- To work in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- To use ICT effectively to support learning activities and to develop children and young people's competence and independence with its use.
- To provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour.
- To support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour whilst maintaining sensitivity and confidentiality at all times.

### **Monitoring and Assessment:**

- To work alongside teachers to evaluate pupils' progress through a range of assessment activities.
- To assess pupils' responses to learning tasks and, where appropriate, modify methods to meet individual and/or group needs.
- To monitor pupils' participation and progress and provide constructive feedback to pupils.
- To assist in maintaining and analysing records of pupils' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information as required.
- To support the teaching staff with reporting pupils' progress and achievements at parents meetings.

### **Mentoring, Supervision and Development:**

- To offer support and guidance for older pupils from secondary schools undertaking work experience.
- To contribute to the overall ethos, work and aims of Cathedral Primary School by attending meetings/training and contributing to the development of policies and procedures within the school.

### **Behaviour and Pastoral:**

- To recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
- To understand and implement school child protection procedures and comply with legal responsibilities.
- To assist in maintaining the good discipline of pupils throughout the school and to escort and supervise pupils on planned visits and journeys.
- To provide support and assistance for children's pastoral needs; for example, caring for sick, injured or distressed children.
- To provide physical support when necessary and maintain personal equipment used by the children at the school and to administer medication as agreed.
- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home-to-school links.

### **Other:**

- To have a professional regard for the ethos, policies and procedures of the school, and to maintain high standards in one's own attendance, punctuality and performance.
- To perform any reasonable duties as requested by the Head Teacher.
- To work within and encourage the school's Equal Opportunities Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.