

**Learning Support Assistant**

**The Post**

A part-time (12 hours per week) Learning Support Assistant with experience is sought.

The post offers opportunities for the successful candidate to participate fully in the further development of this lively and forward-looking School. S/he must have a clear philosophy of education and must be prepared to offer energy and commitment.

**Responsibilities include**

**Specific**

* To be an LSA and to maximise the learning opportunities of a Form 3 (Year 7) pupil by using and evaluating strategies to support his independence both within the classroom.
* To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
* To work with Learning Support colleagues and Form Teachers.
* To inspire pupils with a love of learning, to introduce and maintain good learning and working habits, by setting examples and good practice.
* To attend to the pastoral care of the pupil.
* To ensure that there is excellent communication and partnership between School and Home, with parents kept informed of their child’s progress throughout the academic year.
* Attend SEND department meetings.
* To follow procedures for communicating with the Curriculum Leaders, the Deputy & Assistant Heads, the Headmaster and others, information concerning pupils whose academic progress gives cause either for concern or celebration.
* To follow and support the school’s Behaviour Management Policy and Code of Conduct
* To work closely with, and accept guidance from Curriculum Leaders, the Heads of the Key Stages, Head of Learning Support, the Deputy and Assistant Heads, and the Headmaster.
* To know and adhere to the school’s Safeguarding Policy and Procedures.

**General**

* To protect and nurture the Catholicity of the School in order to promote the spiritual, intellectual, moral, cultural, physical and social development of the pupils.
* To observe the conventions with regard to dress and decorum enunciated and published by the School.
* To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
* To undertake Performance Review (appraisal) process.
* To have regard for personal, professional development and to attend and participate in professional development days which the Junior School Headmaster or Deputy Head may advise and/or organise.
* To participate in in-service training days and identify professional development needs of self and others.
* To account for all notes and / or communications from parents and see to it that these are given to the Headmaster through established channels.

**Successful candidates will:**

* be positive, flexible and nurturing
* be able to build and maintain good relationships with teachers, pupils and parents
* have a willingness to learn new skills
* be able to adapt tasks to support the child’s needs
* be willing to work closely with the Head of Learning Support and outside agencies.
* have good communication skills
* be able to deliver one-to-one OT and language skills activities.

**School Times and Co-Curricular Commitment**

For pupils, the day begins at 8.30am and classes end 4.10pm. As well as providing a rigorous curriculum the children have many co-curricular opportunities in Sport, Music, Drama and Art. Music and Drama are particular strengths of the School and both schools are renowned for their sport. We feel that these opportunities help to develop confident pupils and personalities where the individuals value themselves and, most importantly, learn to value others and appreciate the importance of adopting a growth mindset.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation.

***Please see our Recruitment Pack for a full description of the School’s Strategic Plan and significant opportunities for development at St Benedict’s.***

**Remuneration**

The rate of pay will be competitive and based upon experience.

The successful candidate will be required to sign a St Benedict’s School Contract. S/he will also be subject to the new Criminal Disclosure Regulations; a criminal record will not necessarily be a bar to obtaining the position.

**Applications and Timetable**

Candidates must apply using the enclosed application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

**Closing Date for completed applications: Friday 21st May 2021 at 12.00 noon.**

Interviews are planned for **w/c 24th May 2021 -** if you have not heard by that time, you may assume your application has been unsuccessful.

The successful applicant will take up the post from 1 September 2021.