



Maria Fidelis
Catholic School FCJ

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Grade:	Scale 6 (points 17-20) £34,239 - £35,862. This is the full time equivalent (FTE) salary, the actual salary is approx. 85% of the FTE.
Hours:	Term time only plus INSET days, full time, 35hrs per week
Reporting to:	SENDCO

Job purpose

To assist the teachers and other support staff with the education, supervision and welfare of pupils in the school.

The postholder will liaise with

SENDCO, Pedagogy Lead, class teachers, subject leaders, external professionals

Principle Responsibilities

1. To work with individuals, or groups of children of all ability levels, to support their learning under the direction of the class teacher.
2. To deliver specialist interventions for example speech and language therapy (SALT), Makaton, mentoring, behaviour strategies, Lego therapy
3. Manage small groups following alternative curriculum (for example BTEC) in at least one subject area.
4. To supervise short time out from lessons, then reintegration
5. To provide cover supervision for classes of students in years 7-11 when their usual teacher is absent.
6. To support online learning through being able to assist students using Google Classroom including accessing lessons, materials, homework and uploading of completed work.
7. Support students in exams who have additional exam access arrangements.
8. Work collaboratively with teaching staff and other colleagues in managing behaviour and encouraging pupils to make the right choices within the framework of the Behaviour Policy.
9. To be aware of students' targets and what they need to do to achieve them.
10. To report to the teacher on the progress of the children, recording progress where required.
11. To assist in providing appropriate learning resources at the request of the teacher.
12. To undertake some lesson supervision in consultation with the class teacher.
13. To ensure absent students are sent appropriate work and that this work is followed up.

14. Support students who need to catch-up with work missed and/or be reintegrated to the class after a period of absence.
15. To mentor individuals who are at risk of disengagement, disaffection and drop-out.

Day to day responsibilities

1. To work with children with EHCPs ensuring individual needs are met to maximise pupils' achievements (this may require helping with their personal hygiene, eating or other welfare requirements)
2. To support the class teacher, and other members of the team, in developing specific activities and programs of support for the pupil/pupils.
3. To ensure all pupils are encouraged to access the national curriculum by working under the direction of the teacher in providing planned class activities.
4. To contribute to planning and evaluation of lessons, within a framework set by the teacher.
5. To provide lunch/ break supervision
6. To assist in the general care of the school environment by keeping classrooms and other areas like the library tidy and in good order.
7. To undertake training including INSET as appropriate.
8. To administer first aid and medication in line with the school's policies.
9. To attend and contribute to school meetings as directed by the Head of Department.
10. To operate Photocopiers, Google Classroom and audio-visual equipment to assist the teachers.
11. Any other duties as directed by teachers in keeping with the grade of the post.
12. To accompany teachers and classes on educational visits.
13. To ensure the health and safety of the children and report concerns or details of accidents/ incidents as necessary to the Head of Department.
14. To support the completion of coursework.