



St Wilfrid's Catholic School

Job Description for Learning Support Assistant

Job Title:	Learning Support Assistant
Salary :	Grade 4 Points 5–6 Depending on experience £15,000-15,250 including Crawley Allowance
Hours:	26.5 hours per week 0900 -1520 hours Monday – Friday , term time only
Qualifications:	GCSE English & Maths (Grade C) or equivalent, good ICT skills
Line Manager:	Fran Kerr, SENCo

To work under guidance, to provide support in addressing the needs of students who require particular help to overcome barriers to learning.

- To understand about the specific learning and behavioural needs of the students and to liaise with teachers as appropriate.
- Support/ supervision of students, including those with specific learning or behavioural needs.
- Provide personal care in a two to one situation, training will be provided.
- Enabling students to learn as effectively as possible by, differentiating and adapting materials and motivating and encouraging students.
- Establishing a supportive relationship with individual students and supporting the integration of students on the SEND register of need.
- Contributing to the preparation of student Annual Reviews.
- To attend relevant meetings as required.
- To participate in training and other learning activities as part of Professional Development.
- To share good working practices between Learning Support and main stream departments.
- To use behaviour management strategies, in line with the School's policy and procedures which contribute to a purposeful learning environment.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Any other relevant tasks, as directed by the SENCo, for example, administrative tasks, supporting students during registration, break and lunchtimes.

Candidates should be supportive of our Catholic ethos.

St Wilfrid's and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

