



JOB DESCRIPTION

Job Title:	Learning Support Assistant	Grade:	Grade 1 SCP 2-3
Area/Section:	St Francis Xavier's Catholic Academy	Salary: Pro-rata	£17,923.46 - £18,220.77
Date Prepared:	April 2024	Contract:	Term Time Monday to Friday 8.40am - 3.30pm
		Reporting to	SENDCo

Role Purpose

The purpose of this role is to provide general and specific assistance to students and staff under the direction, guidance and direct supervision of the class teacher and SENDCo. To facilitate and support the implementation of planned learning activities under the professional direction of class teachers. You will promote the learning and development of all students across the school. To provide academic, emotional and social support to students to ensure equal access to a learning environment across the school. To build positive relationships with students, be a good and positive role model and support students to reach their potential.

Role Summary

The Learning Support Assistant:

- To uphold the Mission Statement of the college in keeping with the Catholic ethos.
- To always work effectively in keeping with the stated aims of the Mission Statement.
- To promote Gospel values and Catholic Social Teaching with pupils, staff, families and Governors.
- To act at all times in the best interests of pupils and staff, by carrying out the Professional Responsibilities outlined in STPCD.
- To assist the Headteacher and Governors in leading strategy and policy development so that staff and pupils are set and achieve rigorous, personal and measurable targets.
- To be involved in whole school activities and events when necessary.
- To be active in the development of the Catholic ethos of St Francis Xavier's Catholic Academy and to be fully involved in the Catholic life of the school.





Key Responsibilities and Accountabilities

Responsibilities:

- To work with individual children or small groups of children under the direction of the Teacher or higher level Teaching Assistants providing a basic level of assistance.
- Provide feedback to the Teacher and/or other teaching assistants.
- Support the Teacher in behaviour management and keeping children on task.
- Attend to pupils' personal needs including help with social, welfare and health matters including minor first aid.
- Assist with the display and presentation of pupils' work.
- Assist with the preparation, maintenance of stocks of materials and resources.
- Support pupils with challenging behaviour and additional needs.
- Assist with after school provision including a Homework Check-In Club, until 3.30pm.
- Contribute to and assist in the updating of SEND information within Learning Support systems.
- Support the establishment and maintenance of positive relations with parents and carers, support agencies and pupils.
- Enabling pupils to be included in all aspects of school life.

Knowledge, skills and experience:

- Previous experience of working with students and with students with additional needs is desirable.
- Working in accordance with relevant occupational standards, knowledge/skills and the agreed local competency framework.
- Being aware of, and adhering to, the schools policies and procedures.
- Being aware of confidentiality issues.

Other responsibilities:

- Information Management Responsibilities - Take reasonable care to ensure that personal sensitive data is managed in accordance with the school's policies and procedures
- Safeguarding Responsibilities - To adhere to School Safeguarding Policy and to ensure the safety of students at all times. And to assist in ensuring that the Safeguarding records are kept accurate and up to date and that staff are kept informed on a need to know basis.
- The post holder will be expected to undertake First Aid Training and will be responsible for attending first response first aid calls during lesson times across the school.
- The post holder will be expected to undertake annual refresher training sessions for defibrillator, epi-pen and epilepsy.
- To participate in staff training and development - CPD
- The postholder will be subject to performance objectives, which will be discussed and agreed and reviewed annually.
- Safeguarding - The employee must adhere to the College's Safeguarding procedures at all times as outlined in the College's Child Protection and Safeguarding Policy and DfE guidance, "Keeping Children Safe in Education".





Key Responsibilities and Accountabilities

Safeguarding

- All staff must adhere to the Academy's safeguarding procedures at all times as outlined in the Academy's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".

General Responsibilities

- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support differences and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Trust CFOO.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

'St Francis Xavier's Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors' volunteers and visitors to share this commitment.

