



Learning Support Assistant

Part Time, Term Time Only

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

Job Description

Job Title:	Learning Support Assistant
Hours per week:	8.30am to 12.40pm Monday to Friday
Status:	Part Time, Term Time Only
Responsible to:	Head of Learning Support

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority
- Contribute to the day-to-day running of the school and follow its policies and procedures
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College.
- Take an active role in ensuring the realisation of the College Development Plan
- Treat each student and each other as an individual with courtesy and respect
- Have due regard for Health & Safety
- Undertake any other duty deemed reasonable by the Principal

Key Responsibilities:

To support the work of the Learning Support Team in guiding and addressing the individual requirements of students with Special Educational Needs and Disabilities

Specific Duties

In relation to the individual student

- To develop an understanding of students with special educational needs and disabilities.
- To meet the needs of each student through a differentiated approach therefore ensuring progress is made.
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce directed teaching and learning in the classroom.
- To assist students with physical needs where required.
- To develop study and organisational skills.
- To help keep the students on task to enable them to achieve to the best of their ability.
- To model good practice.
- To help build students' confidence and enhance self-esteem.
- To perform some administrative tasks as directed by the SENDCo.
- To act as scribe and/or reader for students during examinations (training to be delivered by the SENDCo).
- To work both within the classroom environment and with small targeted groups as directed by the SENDCo.

In relation to the Teacher

- Support the work of the class/subject teacher by ensuring students with special educational needs and disabilities are fully able to access the curriculum through appropriately differentiated tasks to suit the individual needs of each student
- To work as a member of a team to promote the intellectual, emotional, social and physical development of students including working with students individually, in pairs or small groups.
- To establish supportive relationships with students, teachers, parents and external agencies.
- To support students in working towards their targets.
- To encourage students to identify and utilise their individual learning styles and apply this in the classroom. This should also extend to helping students to transfer these skills for revision and study purposes.
- Adopt a 'can do' approach and use positive reinforcement to develop and build confidence and self-esteem in the classroom.
- To contribute to the student's progress reports, to provide regular feedback about the student and to be aware of procedures and issues connected with confidentiality and child protection.
- To help develop resources to support students.
- To participate in in-service training activities.
- To help supervise activities after school and during the lunch times.
- To liaise with the SENDCO and report any concerns

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

Education and Qualifications	Essential	Desirable
Due consideration will be taken of relevant qualifications and/or professional experience, however, a standard level of literacy and numeracy will be required	✓	
Sound knowledge of Maths, PE, Science and ICT and a desire to support students in these subject areas would be welcome		✓
Evidence of continuing professional development		✓
Experience	Essential	Desirable
Relevant and recent experience of working with students with Learning Difficulties		✓
Experience of working with children and young people	✓	
Demonstration of self-motivation and willingness to contribute to department activity		✓
To have recently received, or be willing to receive training in Safeguarding and uphold these standards to the highest principles		✓
Knowledge and Understanding	Essential	Desirable
Relevant and recent experience of working with students with Learning Difficulties		✓
Demonstration of self-motivation and willingness to contribute to department activity	✓	
To have recently received, or be willing to receive training in Safeguarding and uphold these standards to the highest principles	✓	
Other Requirements		
DBS Disclosure is required	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	

Skills and Attributes	Essential	Desirable
Ability to inspire and enthuse children	✓	
Support students beyond the classroom	✓	
Demonstrate effective skills in working with children	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children	✓	
Ability to communicate concepts clearly and concisely at the level appropriate to the pupil	✓	
Desire and ability to assist and enable all students to achieve their full potential and an ability to support students across key stages 1 to 5 (predominantly in Key Stages 3 and 4)	✓	
Self-motivation and teamwork skills and abilities		✓
Work effectively and productively with other members of the Learning Support Faculty		✓
Work closely with the Learning Support Faculty on monitoring the progress of all students	✓	
Personal Qualities	Essential	Desirable
Excellent interpersonal skills	✓	
Highly motivated, enthusiastic and committed to supporting others	✓	
Display calmness under pressure and have a sense of humour	✓	
A forward-thinking approach	✓	
Ability to be reflective and self-critical	✓	
Charismatic – having a ‘presence’	✓	
Willingness to take on other roles and responsibilities		✓

St Joseph's College Vision and Values

Core Framework

VISION

Being our Best

MISSION

A Caring, High Achieving Community guided by Christian Values

CORE VALUES

Aspiration Respect Confidence

OUR AIMS

For the needs of each student's *mind, body, heart*, and *spirit* to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes an active and positive role in their College, developing personal leadership skills whilst offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others
- ❖ Explores their individuality, creativity and learns to use their initiative