

THOMAS BECKET CATHOLIC SCHOOL

JOB DESCRIPTION

OVERVIEW

Job Title	LEARNING SUPPORT ASSISTANT
Closing Date	SUNDAY 30 TH OCTOBER 2022 INTERVIEWS WEEK COMMENCING MONDAY 31 ST OCTOBER 2022
Salary / Scale	.6 £20,043pa pro rata £10.39ph
Contract type:	Permanent. Term time plus 5 Training days – totally 39 weeks per year 37 Hours per week : Monday to Thursday 8.00am to 4.00pm/Friday 8.00am to 3.30pm
Purpose of the Position	<p>To join an enthusiastic group who help with the learning and social development of pupils who are the subject of an individual education plan under the general direction of the SENCO and in liaison with the class teacher and other professionals.</p> <p>To work as part of the student support team, using initiative and people skills in assisting or working with other pupils as required.</p> <p>To deliver small group interventions in specific areas of learning needs such as Literacy, emotional wellbeing and social skills</p>
Responsible to:	SENDCo
Accountable to:	Head Teacher
Responsible for:	Pupils in their care whether in the classroom, small groups or in the SEND Department

MAIN RESPONSIBILITIES

1. Main Duties

To work with the pupils concerned either alongside them in the classroom or in a withdrawal situation, 1:1 or in small groups / whole classes to promote quality learning

To promote and maintain good professional relationships with staff, parents and other professionals.

To carry out targeted interventions and to be involved in the planning and preparation of teaching areas and materials.

To carry out as directed the recording of pupils' experience and progress.

To work as a member of a team to promote the best interests of the pupils.

To liaise with parents, professional agencies and teachers to ensure quality support is maintained – including supporting reviews for named students.

To assist pupils to gain access to the school's curriculum including developing their skills in social interaction.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job.

2. Safeguarding and Health & Safety

- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

3. Professional Development

- Keep up to date with all legislative changes linked to safeguarding.
- Participate in the school's performance management (appraisal) process.
- Participate in appropriate training provided by either the school or the Trust.

4. Working with Colleagues and Other Relevant Professionals

- Work in close collaboration with the school administrative team to support the Head Teacher provide a safe and caring environment for school pupils either before/after school.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

5. Personal and Professional Conduct.

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.

6. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may

be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

HOW TO APPLY

Further information about the School can be found at: www.thomasbecket.org.uk or about the Trust on the Trust website: www.olicatschool.org

A candidate pack and application form are available by contacting the Trust HR Director either by:

- Telephone: 01604 493211
- email: Office@thomasbecket.org.uk
- by downloading from the www.thomasbecket.org.uk

If you wish to either visit the school or request an application pack , please contact the school at JHayes@tbcs.nor.olicatschools.org.

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All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

**OUR LADY
IMMACULATE**
CATHOLIC ACADEMIES TRUST



For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org