**Our Vision –** *This job role will play a critical part in enabling the School to achieve its vision - To be a centre of excellent education where outstanding teaching and pastoral care underpins academic success.  This is combined with the development of the whole person equipping children and young adults with the capacity to succeed in their life's journey.*

**Job Description:** Learning Support Assistant

**Responsible to:** SENDCO (SEND Co-ordinator)

**Supervisory responsibility:** Not applicable

**Other information**: Hours of work: Time 8.50 a.m. – 12.50 p.m. 4 hours per day – Term time only

**Organisation Chart reporting lines:**

|  |  |
| --- | --- |
| **Vice Principal** |  |
| **I** |  |
| **SENDCO** |  |
| ***I***  ***Learning Support Assistant*** |  |
|  | Customer service required to:   * Parents * Pupils * Staff * Contractors |

1. **Main purpose of the job role:**

This is a key role at the school through which you will be supporting one of our pupils with mobility issues, during her school day. You will help her to move to and from lessons, help with books and note taking during lessons. The role may require you to push a wheelchair and assist the pupil to move in and out of the wheelchair. Flexibility as to the needs of the child, which includes their physical needs will also need to be met.

1. **Main Duties and Responsibilities:**

**Your role will:**

**In relation to the individual Pupil:**

* Develop an understanding of the special needs of the Pupil concerned.
* Take into account the Pupil’s special needs and ensure their access to the lesson and its content through appropriate help as required.
* Build and maintain successful relationships with the Pupil and treat her consistently with respect and consideration.
* Help promote independent learning and life skills.
* Assist the Pupil with her physical needs including on school trips.
* Help build the Pupil’s confidence and enhance self-esteem.
* Perform other ad hoc duties as requested by the Line Manager, Vice Principals & Principal.

**In relation to the Teachers**

* Support subject teachers in implementing specific teaching programmes (as required)
* Supervise practical tasks and assist as necessary
* Be involved in evaluating identified Pupil’s progress

**In relation to the school**

* Work as part of the team in relation to the Pupil, liaising, advising, consulting and providing feedback where appropriate
* Support implementation of school policies and procedures, including those relating to confidentiality and behaviour
* Identify personal training needs and to attend appropriate internal and external in-service training

**You will also be required to perform other ad hoc duties as requested by the Line Manager, Vice Principals and our Principal .**

* Any other duties as may be required from time to time in support the pupil and for the overall activities and smooth running of the School.
* Undertake any training considered appropriate for the better performance of the job

**This job description is not necessarily a comprehensive definition of the post. It is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.**

**Health and Safety Responsibilities:** In accordance with the provisions of the Health and Safety at Work Act 1974 it is the responsibility of the post holder to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the School Bursar, Head teachers, Governors and staff to enable them to perform or comply with its duties under statutory health and safety provision.

**Review and amendment**

This job description will be reviewed at least once a year and may be subject to modification at any time after consultation with the post holder.

Signature of post holder: …………………………………………………….. Date: / /

Signature of Line Manager ……………………………………………………… Date: / /

**Person Specification –**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Evidence of a good general education | ✓ |  |
| First Aid – have a current first aid certificate or be prepared to undertake training to obtain the certificate | ✓ |  |
| Evidence of qualifications in the area of learning support / special educational needs |  | ✓ |
| **Skills, aptitude, knowledge** | **Essential** | **Desirable** |
| Professional, with both Excellent Organisation and Customer Service Skills | ✓ |  |
| A positive interest in working with young people. | ✓ |  |
| Excellent communication and interpersonal skills including an empathetic manner. | ✓ |  |
| High level of confidentiality, tact and sensitivity | ✓ |  |
| Flexible approach to addressing the needs of our Pupil. | ✓ |  |
| Able to work as part of a team | ✓ |  |
| Proficient with Microsoft Office (i.e. Word, Excel, Email etc) | ✓ |  |
| Knowledge of First Aid |  | ✓ |
| Good written communication skills | ✓ |  |
| Ability to be polite but firm when dealing with difficult situations | ✓ |  |
| **Experience** |  |  |
| Experience of working with young people | ✓ |  |
| Relevant work experience in a similar environment |  | ✓ |
| Experience of working with young people with SEN, preferably at secondary age |  | ✓ |
| Knowledge of IT Databases i.e. Word , Excel | ✓ |  |
| **Personal qualities** | **Essential** | **Desirable** |
| A friendly and confident personality | ✓ |  |
| A smart appearance | ✓ |  |
| Be a positive role model in terms of behavior, work and attitudes | ✓ |  |
| Calm, courteous and professional manner | ✓ |  |
| **Marist Commitment** | **Essential** | **Desirable** |
| Able to support the ethos of a Catholic school | ✓ |  |