



## JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant Level 1 & Level 2	<b>Grade:</b>	Grade 1 SCP 2-3
<b>Area/Section</b>	St Francis Xavier's Catholic Academy	<b>Salary:</b>	SCP 2 - 3 Pro-rata
<b>Date Prepared:</b>	January 2025	<b>Contract</b>	32.5 hours per week Monday to Friday (5) 8.30am - 3.30pm 30 min unpaid break 38 weeks (additional INSET days may need to be worked and will be paid as overtime)
<b>Reporting to</b>	SENDCo		

### Role Purpose

The main purpose of the post is to provide general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the class teacher and SENDCo.

### Key Responsibilities and Accountabilities

#### **As a Learning Support Assistant you:**

- 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.





## Key Responsibilities and Accountabilities

### 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.

## General Responsibilities

### Other:

- 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:

- 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

### **Additional Notes:**

- The post holder is expected to demonstrate alignment to, and willingness to support, the organisation purpose, aims and commitment to its values and behaviour
- Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on a basis of their relevant abilities. A copy of our equal opportunities policy is available on request.
- 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.





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<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

***'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.***

